

# KPC DAY SCHOOL



# KPC DAY SCHOOL



**“After School Kids”  
After School Program  
(ASK & ASK - K)**

## **PARENT HANDBOOK**

**KPC DAY SCHOOL**  
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*“Train a child in the way he should go  
and when he is old he will not turn from it.”  
Proverbs 22:6*

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# INTRODUCTION

Welcome to KPC Day School! We consider it a privilege to have you in our school family and hope that this year is one of many special blessings for you and your family. KPC Day School does not discriminate on the basis of sex, handicap, race, color, or national/ethnic origin. If we are unable to meet a child's unique needs, we assist parents in locating alternative resources.

KPC Day School has an "Open Door Policy" and encourages families to participate in all areas of school life. With the home and school working together, each child has an opportunity to grow and develop in an atmosphere of love and joy.

"Love your neighbor as yourself." *Matt. 19:19*

## HISTORY

KPC Day School opened its doors in September of 1982 to approximately 70 students and 15 employees. The Session of Kempsville Presbyterian Church (the ruling body), along with a few devoted individuals, started this ministry because they recognized a need for high quality childcare and education for children in a loving, Christian environment. The school has now grown to a staff of 30-35 and a student body of over 200 students.

The Session of Kempsville Presbyterian Church has charged the School Board of KPC Day School with the task of establishing policy and overseeing the effective ministry of the school. The School Board works directly with the administration of the school and endorses the KPC Day School Parent Teacher Association.

## STATEMENT OF FAITH

KPC Day School is a ministry of Kempsville Presbyterian Church. It is nondenominational in its teachings, stressing central truths of the Bible that unite all Christians. Each child learns:

- ◆ God is a loving Father who created everything
- ◆ Jesus is God's only Son and Jesus can be the child's Savior and Friend
- ◆ The Holy Spirit is also a part of God and can be the child's constant helper
- ◆ The Bible is true and is God's special book to tell us how we should live
- ◆ Prayer is talking to our Friend, God

Our student body is comprised of families from many denominations as well as families who do not attend church. It is important for parents to understand that the spiritual dimension of our program is an important one and is central to our philosophy of education.

## HOURS OF OPERATION

KPC Day School is open Monday - Friday from 7:00 AM to 6:00 PM.



## ENROLLMENT REQUIREMENTS

In order for a child to attend KPC Day School, the following enrollment documents must be on file in the school office:

- \* Registration Form
- \* Student Information Form
- \* Contract
- \* Two Emergency Cards
- \* School Entrance Health Form
- \* Class List / Photograph Permission Form
- \* Parental Agreement Form

We also need to have received the registration fee and the tuition payment.

*We must also see your child's original birth certificate in order to fulfill the state mandate of birth certificate verification.*

Children are not permitted to attend school until all components of the enrollment package are on file.

## IMMUNIZATIONS

The minimum immunization requirements for entry into school and day care by the Virginia Department of Health are:

D'TP: A minimum of 3 doses with 1 of the 3 administered after the fourth birthday

POLIO VACCINE: A minimum of 3 doses. If a child has had only 3 doses of polio vaccine, one dose must have been administered after the fourth birthday.

HEPATITIS B: A complete series of 3 doses is required for all children born on and after January 1, 1994 (with at least 4 months spacing between the 1st and 3rd doses).

MEASLES, MUMPS, & RUBELLA (MMR):

A minimum of 2 measles, 1 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. If first dose is administered before 12 months of age, the dose does not count and must be repeated. Second dose of measles vaccine does not have to be administered until age 4-6 years (usually at entry to kindergarten) but can be administered at any time after the minimum interval between dose 1 and dose 2. The minimum interval is 4 weeks (28 days).

VARICELLA (Chicken Pox): 1 dose for all children born on and after January 1, 1997.

## TUITION & FEES

### TUITION

Tuitions are based on the annual calendar and are divided into equal monthly payments for convenience. Therefore, there is no tuition reduction for school vacations, inclement weather days, holidays or days absent. Tuition payments are due on the 15th of the previous month of care (Example: September tuition is due August 15). A tuition reminder notice is placed at our entrance during the week tuition payments are due.

Checks must be written to KPC Day School in order to be accepted. Please write your child's name and program (Example: ASK or ASK-K) on the lower left portion of the check. Tuition payments are placed in the tuition box in the school office, or cash can be given to office staff. Teaching staff does not handle tuition payments. Parents are asked not to mail payments.

### LATE FEES

A late fee of 10% is assessed to tuition payments received after 6:00 PM on the 21st of the month. A late pick-up fee of \$1 per minute is assessed at 6:00 PM for each child picked up after 6:00 PM. There is a \$20 fee for any returned check. Cash payments may be required if the school receives a returned check.

## DEVOTIONS & CLASSROOM ACTIVITIES

### AFTERSCHOOL KINDERGARTEN PROGRAM - (ASK - K)

Kindergarten students enrolled in KPC Day School's ASK-K (After School Kids - Kindergarten) Program, after attending morning kindergarten at Fairfield Elementary School, arrive at KPC and are met by KPC Day School staff at the bus stop at the entrance to our parking lot. The children come into the building and prepare for lunch, which is served at 11:30 AM. Students have a devotion and story time after lunch. They then use the remainder of their stay with us for inside and outside recreational play and activities. Students arriving from the Kempsville Elementary School morning kindergarten program arrive and have their devotion and story time prior to having lunch. They are served lunch at 12:30 and eat with KPC Day School kindergarten students. An afternoon snack is served to all groups at 2:30.

Devotions and special arts and crafts projects are offered on in-service days and days when the after school children are with us for an extended period of time.

### AFTERSCHOOL PROGRAM - (ASK) (After School Kids)

Upon arriving at KPC Day School in the afternoon, Day School staff meets the children at the bus stop at the entrance to our parking lot. The children then go to a classroom for their afternoon snack and daily devotion. Bible stories are introduced along with basic Bible truths. The children then use the remainder of their stay with us for recreational play and activities. Special arts and crafts projects are offered on in-service days and days when the after school children are with us for an extended period of time.

## SNACKS AND MEALS

Nutritious snacks and lunch are served daily. A monthly menu is available in the school office or on our website. Children must eat breakfast prior to coming to school as we do not serve breakfast. Your child may not bring breakfast from home to finish in the classroom. Afternoon snack is included in the full-time tuition, as well as in the afternoon extended care fee.

Afternoon snack includes foods such as oatmeal cookies, trail mix, pretzels, goldfish crackers, brownies, etc.

The school employs a Certified Food Service Manager cook who prepares the snacks and meals and maintains the kitchen according to local health requirements.

If your child has special dietary needs, please notify the office. Should you find a menu item your child is allergic to, you may bring a substitution from home.

### **Nut Policy:**

It is our desire to create the safest possible environment for our children. Peanuts and peanut products, however, can be quite a health hazard for some of our children. Peanut allergy is the most prevalent food allergy in the US, and is the most common cause of food related death. For some children, even the smallest trace of a substance, such as peanut butter, can cause a potentially fatal reaction.

**We therefore ask that no peanut butter or nut products be brought to school for snacks, parties, lunches, etc.**

Notwithstanding our best efforts, KPC Day School acknowledges that it is impossible to guarantee an absolutely safe environment for those with life-threatening allergies.

## **POLICIES & PROCEDURES**

### **ABSENCES**

Parents are asked to let KPC Day School know when their child will be absent. The elementary schools have asked that we no longer call them to inquire about children who have not been received off the bus. Should your child not be on the bus, we will call you to determine their whereabouts if you have not already notified us of their absence.

Parents are also asked to notify the school office if their child has a contagious illness or disease. Then parents and school staff can be alert to symptoms in other children.

### **ACCIDENTS AND INCIDENTS**

Parents are immediately called in the event of a significant accident or health concern. Parents are also called if a child appears to be feeling or behaving differently from usual.

An Incident Report is sent home in the “You’ve Got Mail Box” if the child has experienced a fall on the playground, a bump with a friend, or a personal injury, etc. The Incident Report outlines the nature of the incident, the time and location of the incident, and the action taken by staff.

### **ALLERGIES**

A list of children and their allergies is provided to all school staff and the cook. Should you find a menu item your child is allergic to, you may bring a substitution from home. If a child is allergic to bee/wasp stings, the parent must provide the school with any prescribed antidote injection on the first day of school. Procedures outlined in the “Medications” section must be followed for the administration of any medication.

## CHILD ABUSE REPORTING PROCEDURES

Our goal is to PROTECT children, not to JUDGE families.

In accordance with State Law as outlined in the Code of Virginia, section 63.1-248.3, all school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

The school will not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.

School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## CLASS LISTS

Each year parents ask for class information in order to set up play groups, send birthday invitations\*, etc. For your convenience, class lists with children's names, birthdays, addresses and phone numbers are sent home the second week of school. Parents may request that their child's information be omitted from the list by filling out the "Class List Permission Form" which is included in the original registration paperwork.

*\* We will gladly distribute invitations via book bags if all children in the class are to receive one. If you are only inviting certain children, please mail the invitations or make your own personal arrangements for their distribution.*

## COMMUNICATION

Communication between home and school is very important. KPC Day School administrators call parents immediately if a child seems to feel or behave differently from usual.

The "You've Got Mail Box", located near the Sign-out sheets, is used to get important papers to you. We may put receipts, notes, and any other kind of paper or items in the box. This type of communication is used mostly with our full-time children because your child's teacher may not see you at drop-off or pick-up time. When you sign your child out and their name is highlighted, this means that you have mail in the "You've Got Mail Box" or items in the office. Please make sure that you have a staff member check for your child's things.

Additional information and opportunities are posted or displayed on the counter inside the school office or on the bulletin board outside the school office. **Please check the bulletin board often for product recalls.**

## DRESS CODE

All clothing depicting offensive, objectionable, or improper graphics is prohibited. Children should come to school in comfortable play clothes and shoes that can withstand a little paint, sand, dirt, etc. Children need to wear tennis shoes or shoes in which they can run and play easily. *Flip-flops and backless shoes are not recommended as they may cause injuries on the playground. Children wearing flip-flops and backless shoes will not be allowed to play on playground equipment.* **All extra clothing or clothing that a child may remove from his/her body must be clearly labeled with your child's first and last name!** (Example: sweatshirt, flannel shirt, sweater, hat, gloves, etc.) KPC Day School will not be responsible for lost or damaged articles of clothing.

## FIRE SAFETY

Fire lanes are marked in yellow outside the building. **Parking is prohibited in these areas at all times.** Fire pulls and fire extinguishers are located throughout the building. In compliance with the Virginia Beach Fire Code, KPC Day School holds practice fire drills monthly.

## GRIEVANCE PROCEDURES

It is our goal to offer quality Christian education and daycare in a loving environment. We do, however, acknowledge there may be times when concerns or questions may arise regarding policies and procedures. If your child's teacher is unable to answer your questions or address your concerns to your satisfaction, please take these matters to the Director who will then consider the stated concerns and handle them to the best of her ability or take them to the School Board for consideration.

## GROUNDS SAFETY

The speed limit in the church parking lot is 5 MPH. Drivers need to be alert for children getting in and out of cars. Babies and children must be with an adult at all times. ***They may not be left alone in cars in the parking lot or be left unattended on any part of the church grounds.*** Cars may not be left running with no one in them. Purses and other valuables should not be left in cars, locked or unlocked.

Van-accessible handicapped parking spaces are directly in front of the school entrance.

***Only HANDICAPPED persons (with a proper decal, sticker, or license plate) may park in these spaces.***

## ILLNESS

In order to protect all the children at KPC Day School, we have very stringent rules about sick children. If your child becomes ill at school, we will call you. You must pick up your child immediately or make arrangements for someone else to pick up your child ***within 30 minutes***. If a child goes home with a fever one day, he/she should not return the next day as the Illness Policy states that a child should be fever-free for at least 24 hours before returning to school. The KPC Day School Illness Policy is given to each family when the registration package is returned to the school.

Please do not request that your child stay indoors for the day due to health issues. Children go outside every day, weather permitting. Children who are too ill to go outside should remain at home.

## INCLEMENT WEATHER

KPC Day School closes all programs for inclement weather when the Virginia Beach City Public Schools close. In the event that Virginia Beach Schools open one hour late, we open on time, if possible. If Virginia Beach Schools open two hours late, our preschool and kindergarten do ***not*** meet, but we try to open on time for full-time childcare. No refunds or make-up days are given for days missed due to inclement weather.

## LOST AND FOUND

A Lost and Found bin is located outside the school office. Labeled articles that are found are given to the teacher to return to the child. Unlabeled items are placed in the Lost and Found bin. Every 30 days, the unclaimed belongings are placed in the KPC Day School emergency clothing cabinet or donated to the KPC Clothing Closet. Parents are responsible for labeling every item the child wears or brings to school and for checking the Lost and Found bin for missing articles.

## MEDICATIONS

If your child requires medication while at school, several state guidelines are followed. The Written Medication Consent Form is available in the school office. MAT-Certified staff administers only medications in the original, currently dated prescription containers which are authorized in writing by a physician. Over-the-counter medications such as Tylenol and Benadryl may be administered with the parent's written authorization and must be in their original container.

Before medication can be dispensed it is necessary to have the completed and signed Written Medication Consent Form turned into the office with medication name, dosage, time to be administered, and the physician's signature (if required).

## RELEASE OF CHILDREN

Children are released only to their parents and/or adults (18 years or older) who are approved in advance in writing by their parents. All adults picking up children must sign the Sign-out Sheet and show their picture identification card before the child is released. In order to ensure the safety of all children, there are no exceptions to this rule.

## SEPARATION / DIVORCE POLICY

If a custody or court order exists, a copy of the order must be placed in the child's file. The parent/guardian is responsible for providing accurate and up-to-date information concerning access to or legal guardianship of the child. ***Without a custody or court order on file, we cannot deny access to the non-enrolling parent.***

## LIP BALM/SUNSCREEN POLICY

If you wish for your child to have on lip balm/sunscreen it will be applied in the afternoon **if it is provided by the parent or guardian**. Spray on or roll on sunscreen is preferred. Each child must have their own bottle of sunscreen or tube of lip balm with their name boldly written on the container. Please bring all lip balm/sunscreen to the office and sign the appropriate space on your child's application. **Do not put it in your child's book bag.**

## **BEHAVIOR**

### **BEHAVIOR MANAGEMENT**

We believe that when the curriculum is exciting, the environment stimulating, and the structure organized, there is usually little need for disciplinary action. However, every now and then some intervention is needed in order for a child to obtain maximum benefit from the program.

If repeated redirection is not successful, the child may sit in a chair for several minutes to have time away from the activity (such as throwing toys). This is called time-out and the purpose is not punishment; it is to allow a time of rest and change of direction. Children may sit in time out one minute for each year of their age (Example: 6 min. for a 6 year old). Sometimes it is only necessary for them to sit for a few seconds before they are ready to try another activity.

If a child is not responding to classroom time-out, the child may be brought to the school office for the next level of time-out and a chat with the office staff. Afterward, the child also has the opportunity to speak to a friend if hurtful behavior has been involved. We strive for very short periods of time-out. However, upon occasion, we have had an office visitor who chooses to continue sitting because he/she decides that he/she is not ready to go back to class to a constructive activity. In such cases, we allow the child to tell us when he/she thinks that he/she is ready to talk and rejoin the class.

When a child visits the office for behavior assistance, a note of explanation is sent home. KPC Day School strongly supports building the child's self-esteem and respect for self and others. All behavior management actions are toward that end.

ASK and ASK-K children are required to read and sign the **Rules to Live By**. These outline the general expectations we have for our school-aged children.

Should it become necessary, KPC Day School reserves the right to terminate your child's enrollment if their behavior continues to be detrimental to others or to the program.

## **KPC DAY SCHOOL BEFORE/AFTERSCHOOLERS' RULES TO LIVE BY**

### **GENERAL RULES**

1. I will talk quietly.
2. I will follow the directions.
3. I will keep my hands to myself and on my own things.
4. I will walk at all times while inside.
5. I will use only good, acceptable words.
6. I will tell the truth.
7. I will show respect for others.
8. I will be kind to others.
9. I will eat breakfast at home and eat at school only in the lunchroom or classroom during lunch and snack time.

### **CLASSROOM RULES**

10. I will stay in my seat and keep all 4 chair legs on the floor.
11. I will talk quietly with the people at my table.
12. I will listen respectfully during the devotion lesson.
13. I will walk when I move about in the classroom.
14. I will leave my toys and/or electronic equipment (including Cell Phones, Game Boys, PSPs, iPods, Trading Cards, etc.) at home unless I have been given permission to bring them on a special day.
15. I will keep my own things and not trade anything (ex. Trading cards, clothes, jewelry, etc.).

## **BITING/AGGRESSIVE BEHAVIOR**

Because of the health issues today, children are sent home for biting. Biting generally occurs when children encounter situations where they feel they have no power. Staff are trained to be aware of potential situations where this might occur and diffuse them by assisting children in problem solving. Should a child bite, he/she will come to the office and a warning is given. Once a child has been warned about biting, he/she will be sent home should he/she bite a second time. For a third, or any additional biting incidents, not only will the child be sent home for the day, but he/she will be prohibited from returning to the center for at least an additional day.

The Biting/Aggressive Behavior policy focuses on modifying the child's behavior within their environment. Besides parents being called in cases of biting, parents will be notified when the child's misbehavior is severe, repetitive, or causes severe disruption to the group activity. In the event that KPC Day School and the parents working together cannot resolve the problem, KPC Day School reserves the right to remove that child from the program. Allowing children to remain in programs where they are not experiencing success is detrimental to that child's self-esteem as well as being unfair to the others in the class. Many times these children have more success in a smaller group setting where they can receive more one-on-one adult attention.

## **CHECKING THINGS OUT!**

Children love to explore their environment and sometimes that includes each other! If a child uncovers his/her private body part(s) for others to see, the child visits the school office where an office staff member talks to the child about appropriate vs. inappropriate times to raise, lower or remove clothing (i.e., at home for bath or changing clothes, at the doctor's office with Mommy or Daddy helping, etc.). A note is sent home describing the visit. If an exposure situation occurs again, the parent is called and the child is taken home for the day. The intent is to make a strong statement to the child about protecting himself/herself and others by keeping private body parts appropriately covered.

## **BUILDING SECURITY**

KPC Day School staff members are easily identified by their picture identification badges. Visitors and volunteers check in at the school office immediately upon arrival, sign the Visitor/Volunteer Log Book, and receive a badge to wear for the duration of the visit. Staff is trained to intercept individuals who are not wearing badges and ask how to help them. Parents are encouraged to participate in school safety by reporting anyone or anything out of the ordinary to the school office.

The school entrance is the only entry to school areas. For the safety and security of our children, this entrance is locked at all times.

If you ring the doorbell at the school entrance, you will be buzzed in by one of our staff members.

Please do not request entry to school areas via the doors located at the end of the Education Wing. Please come to the main school entrance and ring the doorbell. We also ask that you do not exit the building through these doors in order to ensure they remain properly secured.

All other exterior doors are locked, with the exception of the main entrance to the church which is monitored by the church Receptionist (days) or the Facilities Coordinator (nights).

Thank you for your assistance in keeping our school a safe place for our children.



## **PARENT OPPORTUNITIES**

### **CAMPBELL'S LABELS**

KPC Day School participates in Campbell's Labels for Education Program. UPC Barcodes (labels) are collected throughout the year to obtain playground equipment and classroom teaching aids. A collection box is in the school office. Our annual goal is 10,000. We appreciate your help in meeting this goal!

UPC Barcodes (labels) collected are Campbell's products, Franco-American gravies and pastas, Marie's croutons, dressings, and salsas, Pepperidge Farm products, Prego spaghetti sauces, Swanson products, V8 juices, Vlasic products, Milwaukee's pickles, Pace salsas, and Open Pit BBQ.

### **EDUCATIONAL PARENT RESOURCES**

Educational materials and resources are available through the school office. A library of books and magazines is maintained as well as educational and parenting articles on various topics. Parents may check resources out through the school office. We also welcome recommendations of books, magazines, articles, etc. that may be considered for inclusion in our resources. Donations are always appreciated!

### **FARM FRESH ABC'S PROGRAM**

KPC Day School participates in the ABC's Program sponsored by Farm Fresh supermarkets. Farm Fresh receipts are collected from September to May and help us earn free **A**udio-Visual Equipment, **B**ooks, **C**omputers and Printers, **S**oftware, and more. Please place your receipts in the labeled container in the school office. We appreciate all your help in this program!

### *KPC DAY SCHOOL MISSION STATEMENT*

*Kempsville Presbyterian Church Day School (KPC Day School) is committed to demonstrating the compassion of Jesus Christ to preschoolers and their families. Served by a staff of trained educators who are steadfast followers of Christ, children develop cognitively, socially, emotionally, spiritually, and physically within the context of Christian principles. Prayer with and for children and their families is a hallmark of KPC Day School. In all activities, making the Word of God known is a motivating factor.*

## **KPC DAY SCHOOL**

is a ministry of  
**Kempsville Presbyterian Church**

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