

# KPC DAY SCHOOL



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## Preschool / Kindergarten 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. Morning preschool hours are 8:45 to 11:45 AM. (The program is 9:00 to 11:30 AM.) Morning kindergarten hours are 8:45 AM to 12:45 PM M/F and 8:45 AM to 3:15 PM T/W/Th. (The program is 9:00 AM to 12:30 PM M/F and 9:00 AM to 3:00 PM T/W/Th.) Childcare is available before and after the morning preschool and kindergarten programs.



## **ELIGIBILITY & ENROLLMENT REQUIREMENTS**

### **ELIGIBILITY**

Preschool classes are structured according to age and have a cut-off date of September 30. Your preschooler must be 3, 4, or 5 (kindergarten) on or before September 30 of the current school year. Kindergarten classes are structured for balance in social, cultural and academic experiences. A child remains with his/her peers throughout the school year.

### **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, material/costume 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:

DTP: 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.

## **TOILET TRAINING**

All children must be fully toilet trained. It is acknowledged that 3 year olds require extra encouragement while making the transition into school in the fall and the staff members are very sensitive and supportive of the child in this area. However, all children must be toilet trained before coming to school. *"Pull-ups" are not worn at KPC Day School.*

## 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 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: 3's M-F or 3's MWF) 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.

### EXTENDED CARE

Preschool and kindergarten students may stay for care before school begins or beyond the morning school hours at an additional cost per hour. For a small fee, a school lunch may be purchased. Parents sign up for extended care in advance in The Extended Care Sign-up Book in the school office and notify the teacher via written note. Payment is made in the school office on or before the day the extended care is used. A payment slip and envelope are provided. (NOTE: The school reserves the right to deny extended care on any day that child/adult ratios are at risk with additional children.)

Children who attend preschool or kindergarten only and are not picked up by 11:45 AM (preschool) or 12:45 PM M/F and 3:15 PM T/W/Th (kindergarten) are placed in the extended care program for childcare and lunch or snack. Parents are responsible for the cost of the extended care and the meal when the child is picked up.

### 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.

## POLICIES & PROCEDURES

### ABSENCES

Parents are 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. Parents are encouraged to let the school know if their child is going to be absent (especially if a child is absent the morning of a field trip) so the class does not wait for a child who is not coming.

### 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 book bag or via the "You've Got Mail" box if the child has experienced a fall on the playground, a bump with a friend, a bumped tooth, 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.

### ATTENDANCE POLICY

The staff and administration of KPC Day School believe that parents have selected our school because of the quality curriculum, distinctively Christian environment, and loving staff. We strive to provide the best possible preschool and kindergarten experiences for your child and are committed to using every minute of the day wisely.

Therefore, classes start promptly at 9:00 AM with morning Circle Time/Teaching Time. ***Tardiness is discouraged.*** It does not model positive training and it causes the child to miss teaching time and special helper jobs at the beginning of class. We ask that parents honor the beginning of the day by bringing their child between 8:45 and 9:00 (earlier for full-time children) so that the child can be ready to start the day with classmates.

***Attendance is critical in the kindergarten program.*** Academic learning is in progress with skill acquisition documented through formal report cards.

### **BOOK BAGS/CUBBIES**

Each child should bring a book bag with his/her name on it to and from school each day. The book bag holds a seasonal change of clothes (pants or shorts, shirt, underwear, socks), artwork, parent newsletters and notes, special projects, etc. Please check your child's book bag every day.

Parents write the child's name on the outside part of the book bag that rests against the child's back. This prevents the child's name from being visible when the child is wearing the book bag and clothing. KPC Day School is not responsible for lost items.

Cubbies are provided for all children who nap for their napping items (*small* blanket and *small* cuddle toy).

### **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.

Parent Newsletters are sent home on the last day of each preceding month. Parent Newsletters include a description of the month's special curriculum, memory verse, devotional emphasis, character training topic, calendar of "Show and Tell", and a list of special field trips. These monthly newsletters include information common to all classes in addition to information relative to individual classes. Parent Newsletters should be posted at home in a prominent place and referred to throughout the month. You can also check information on our website: [kpcdayschool.com](http://kpcdayschool.com). Special notes for parents are sent home often in the book bags. **Parents are encouraged to check their child's book bag daily.**

"Today We Will..." signs describe the day's activities and are posted daily outside each classroom. Parents can help develop their child's language and memory skills by asking open-ended questions about the activities of the day. (Example: Instead of "Did you see the storyteller?" say "Tell me what you liked about the storyteller?") Sign-up sheets for class parties, field trip chaperones/drivers, etc. are posted outside the classroom door as each occasion arises. Parents are encouraged to sign-up and participate.

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.**

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.

### **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. Clothes

should be easy for the child to remove when using the potty. 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 will not be allowed on any playground equipment if they are wearing these types of shoes. Extra changes of clothing for occasional accidents (or energetic days at the water table!) should be kept in your child's book bag. **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 is not responsible for lost or damaged articles of clothing. If an extra set of clothing is used, parents should send a fresh set the next day.

### **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.

### **FIRST DAY OF SCHOOL**

The first day of school is exciting for everyone. To facilitate the smoothest transition possible into school life, KPC Day School assigns a primary or pastel colored shape to each classroom.

Please check the wall as you walk into the building for your child's classroom assignment. Class lists with assigned room numbers and coordinating colored shapes will be posted. Once you know to which classroom your child is assigned, you may bring your child to the class. Please find your child's name tag on the poster board outside of your child's room, and place it on your child. You can then go into the classroom and help your child hang up his/her book bag. If your child is a full-time student who attends early morning childcare, you may then bring them to their morning drop-off classroom.

Separation time is sometimes a little stressful. The teachers are trained to work well with the children at this time. Parents are encouraged to walk into the class, help their child hang up the book bag, give a great big hug and kiss, and LEAVE! If your child cries or fusses, the teachers will immediately take care of your child. We find that children settle down much easier and much quicker when the good-bye is not lingered. (This is much harder for the parents sometimes!) You can call back when you arrive at home or work and we'll let you know how soon your child settled right in and had fun!

## **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 and 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.

Please do not request that your child stay indoors for the day due to health issues. Children go outside everyday, 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.

## LIP BALM / SUNSCREEN POLICY

If you wish for your child to have on lip balm/sunscreen for morning playground time, you must apply it before they come to school in the morning. Full-time students will have lip balm/sunscreen reapplied 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.**

## 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).

## 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.**

## SIGN-IN/SIGN-OUT PROCEDURES

All children shall be signed in to a classroom when dropped off. They must be brought in by a parent and/or adult (18 years or older). 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 present a picture identification card. In order to ensure the safety of all children, there are no exceptions to this rule. Children who attend preschool only are released directly to the parent at 11:30 AM (12:30 PM M/F and 3:00 PM T/W/Th for kindergartners). To ensure the safe transfer of each child, parents are asked to wait until the teacher calls the child's name and releases him/her to the parent.

Any child picked up after preschool or kindergarten hours is in extended care or full-time childcare. Parents must sign the Sign-out Sheet and show their picture identification card before the child is released.

With the exception of the doors at the front lobby of the church building, all exterior doors of the building remain locked during the day.

## CURRICULUM & CLASSROOM ACTIVITIES

### CURRICULUM

The structured time at our center is during the preschool hours each morning. Our preschool is designed to meet the spiritual, perceptual, motor, social, emotional, behavioral, and language development needs of the child. Classes are limited to 14 students (3's & K's) or 16 students (4's) with a teacher and assistant teacher assigned to each class. In addition to regular classroom teachers, we have a music teacher and a professional storyteller who provides drama and storytelling enrichment activities.

The Block and Drama Room along with our music classes serve as the focus of our enrichment program. The Block and Drama Center is an activity room with both building and creative play equipment. Large multi-shaped and multi-sized pine blocks are available for creative building of things and places. Sometimes the class has a non-structured goal (Example: Build whatever you would like today!") and sometimes they have a group goal (Example: "Let's take the plastic zoo animals with us and build a huge zoo with lots of rooms for the animals!"). There is also a creative play area with housekeeping furniture and equipment, occupation hats and outfits, dolls and accessories, kits for specific play (i.e., hair dresser, birthday party, etc.).

Music is a very important part of the curriculum. We have a music teacher who meets with each class one or two times a week. We have two major music programs involving all the preschool and kindergarten classes. The children also participate in music and movement in their classrooms.

Parents are welcome to come in and review our curriculum at any time. Copies of the curriculum are distributed during tours, in contract packages, in the Parent Orientation Meeting, and are available in the school office throughout the school year. The curriculum has three strands: devotional, seasonal, and character training. We have special seasonal topics and "Fun Days" in our monthly units as well as age appropriate developmental activities that are presented throughout the year.

In the three year old classes children work on colors, shapes, cutting, counting with the calendar, basic letter recognition, and learning to get along with their peers and communicate through their words instead of their actions. Art is another important part of the curriculum. Easel painting is available most days along with other painting projects. All the classes go out to the playground each day, weather permitting.

In the four year old classes children work on letter identification and sound recognition. A letter is introduced weekly and activities are planned around the letter to help the child process it. Children will strive to master counting, cutting, colors, shapes, and communication skills. Activities for fine motor skill development are also stressed to help children prepare for writing. All the classes go out to the playground each day, weather permitting.

The kindergarten program at KPC Day School provides a rich scholastic curriculum designed to meet the **Virginia State Standards of Learning** and the spiritual goals and philosophy of KPC Day School. The classes are limited to 14 children per class with a degreed teacher and an assistant teacher assigned to each class.

The kindergarten curriculum includes language arts, math, science, social studies, music, art, physical/social education, devotions/chapel and handwriting. We teach language arts through the phonics method and math through hands-on manipulative instruction as well as written work.

While our kindergarten program is highly academic with a developmental approach, it is important for parents to know that we do not stress academics above other developmental skills in our preschool program. Instead, we take a ***developmental approach*** to teaching, stressing activities that are developmentally important for each child to be mastering. We find that our students are very prepared to meet the requirements of the elementary school years. Parent/teacher conferences are held in the school in fall and spring.

Kindergarten children are 5 years old on or before September 30 of the current school year. Classes are structured for balance in social, cultural and academic experiences.

Kindergarten classes follow the same annual calendar as the preschool classes and also participate in the monthly "Fun Days." Kindergarten classes take educational and experiential field trips that are selected especially for kindergartners. There is a special "Cap and Gown" graduation ceremony at the end of the school year.

## FIELD TRIPS

Preschool and Kindergarten classes take several field trips during the year. Any fees charged for these trips are not included in the monthly tuition.

If you choose for your child not to attend any school-sponsored trip away from the school, you will need to keep your child home during the trip and may bring him/her back to school after the class returns. *No special arrangements are made for those students not going on field trips with their class.*

## PARTIES

The children enjoy holiday classroom parties such as Harvest Party, Birthday Party for Jesus, Valentine's Day Party, St Patrick's Day Party, etc. throughout the year. Parents are encouraged to bring in special snacks/treats to help celebrate and are always welcome to stay and help serve. Sign-up sheets are posted in advance outside the classroom door.

KPC Day School celebrates God's bountiful Harvest at the end of October. We do not celebrate Halloween. However, we respect each family's right to make other choices. We do ask that children not bring to school such things as witches, ghosts, villains, Santas, leprechauns, scary or violent movie characters, mystical or magical characters, etc.

Each child's birthday is celebrated in the classroom. Parents are invited to bring cupcakes, ice cream, etc. for snack on their child's birthday, if they wish. Please let the teacher know several days in advance, if possible.

## PROGRESS REPORTS

Teachers complete fall and spring progress reports for each preschool child. The reports are shared with parents in parent/teacher conferences in November and May. Kindergarten children receive progress reports three times per year, in the Fall, Winter, and Spring.

## REST TIME

All full-time 3 year olds have a designated time of rest from 12:30-2:30 PM daily. If your child is in the 4 year old program, the choice is yours. Each child has a cot and may bring a small blanket and cuddle toy from home. Blankets are not provided for regular nappers - - that is the responsibility of the parent/guardian. Blankets are taken home by the parents for washing each Friday. Full-time nappers have cubbies with their names on them to store their nap items. Children attending for extended care carry their blanket and cuddle toy in a book bag.

Because many of the children have been in school since 7:00 AM, we make every effort not to awaken the children during this 12:30 - 2:30 time. Therefore, we ask that if you need to pick-up your child, please do so before 12:30 or after 2:30 in respect for the sleeping children.

## SHOW AND TELL

Each class has a special time for "Show and Tell." Parents receive "Show and Tell" topics and dates in the monthly Parent Newsletter. You can also view this information on our website: KPCDaySchool.com. Children are encouraged to bring something relevant to share with classmates. "Show and Tell" is a language opportunity as well as a special time of sharing a precious toy, picture, item, experience, etc.

Children are encouraged to bring other objects of interest such as nature items or other personal things of interest that enhance children's experience. Please send items in a bag with the child's name written on it. We ask that parents not send children to school with toys from home unless they are for a specific "Show and Tell." When extra toys come to school, they stimulate disagreements between children. School staff find themselves in the position of trying to decide who is the owner of an unlabeled object that several children claim.

Toy guns or other weapon-like toys are strictly prohibited at all times.

KPC Day School will not be held responsible for damaged, lost or stolen items, though we will do our best to find any missing items and return them to their proper owners.

## 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. Morning snack is included in the preschool and kindergarten tuitions. Morning snack, lunch, and afternoon snack are included in the full-time tuition. Afternoon snack is included in the afternoon extended care fee.

Morning snack includes a fruit (fresh or juice). If the fruit is juice, the snack may be cheese biscuits, cheese and crackers, muffins, bagels, cereal, etc.

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. It may be necessary for you to provide the required substitutions to the menu.

### **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.

## 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.

Our first choice is to redirect the child to a more appropriate activity. For example, if a child is throwing toys at friends, we may lead the child to the play-doh center where the hands will be busy rolling out play foods or forming animal shapes.

If repeated redirection is not successful, the child may sit in a chair for several minutes to have time away from the activity (in this case, 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: 3 min. for a 3 year old). Sometimes it is only necessary for them to sit for a few seconds before they are ready to try another activity.

After sitting for a short time-out, the teacher kneels down to talk to the child about why he/she is sitting and what he/she would like to do now. If a situation involves offending or hurting someone else, the child has the opportunity to say, "I'm sorry. Will you forgive me?" The two children can then shake hands or hug each other and return to play happily.

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.

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.

## BUILDING SECURITY

### **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!**

Preschoolers 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.

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.

### **CARPOOLS**

Many KPC Day School families develop close friendships and create carpools. School staff honors release to carpool drivers when notification is received in the school office in writing. The same requirements apply that are stated in the "Release of Children" section.

### **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!

## **PARENT VOLUNTEERS**

Parents are a valuable asset to KPC Day School. They assist in the classrooms, school office, drive and chaperone on field trips, participate in costume workshops and help in PTA functions by decorating, preparing and clean-up, etc. Parents also substitute in preschool and kindergarten classrooms when a teacher or assistant teacher is out. Parent substitute lists are maintained in the school office. Parent substitutes assist the teacher or assistant and are not asked to lead the class.

Each class has a head Room Parent and several assisting Room Parents who help coordinate activities for the class. Room Parents are the "concept creators" of the costumes for two evening music programs by KPC Day School children.

KPC Day School acknowledges and appreciates the exceptional contributions of parent volunteers to the school. Parents are an integral part of our program.

### **PTA**

KPC Day School has an active Parent Association. It meets approximately every other month and sponsors ice cream socials, covered dish dinner meetings, and various on-going projects during the year to assist parents and support school staff.

The Parent Association is led by co-chairpersons who work closely with the class Room Parents. Parents may become involved with the Parent Association by signing up during the Parent Orientation Meeting or by stopping by the school office any school day during the year.

### **SCHOLASTIC BOOK ORDERS**

Parents may purchase books, videotapes, CDs, cassettes, DVDs, and audio story tapes from Scholastic Book Clubs through KPC Day School. Selection forms are sent home with the children each month. Parents who choose to place orders do so by completing the order form, attaching a check, and placing both in an envelope in the school office marked "Book Orders."

We respect the decisions you make for your child's reading material, however KPC Day School does not agree with every book that is represented in the flyers.

- NOTES -

*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**

- Revised March 2010 -