

# Kiddie Kollege Statement of Policies 2016-2017

Welcome to Lamar Avenue Kiddie Kollege. Thank you for choosing to share your child with us this year. We appreciate your confidence in our staff and humbly accept the responsibility you have given us. Our staff is motivated by their love for children, their love of the Lord, and the desire to help children grow physically, emotionally, intellectually, and spiritually. We believe that all supervised group activities that a child experiences in preschool will enable him/her to develop a good self-image, to become independent, and to become socially and emotionally equipped - giving him/her a good foundation for enjoying many future years of education.

## **CURRICULUM**

Our curriculum is designed to consider each stage of a child's development. Our goal is to help each child grow to his/her full potential. Bible lessons are the basis for a wholesome and healthy attitude. Other class activities include language and vocabulary, math readiness, pre-writing skills, science and sensory, dramatic play, health and safety, music and rhythm, art, social skills, and motor skills.

## **DISCIPLINE**

Discipline is based on Christian love, individual needs, and development. It will be consistent in positive ways through guidance, example and instruction. Children are redirected to more acceptable behaviors or activities if needed. We only use time-out or denial of privileges as forms of punishment. We DO NOT spank at Kiddie Kollege. We also do not force any child to participate in an activity unwillingly. If a child has difficulty in a specific situation the parents will be asked to have a conference with the director and the teacher.

## **ENROLLMENT**

Lamar Avenue Kiddie Kollege does not practice any discrimination on the basis of race, national origin, or religion. Admittance is based on the completion of the pre-enrollment form, and payment of the \$50.00 non refundable enrollment fee. Each class has an enrollment limit based on the age of the class members and the size of the classroom. If you would like for your child to be in a certain class or placed in class with a friend, these requests may be submitted to the director. These requests will be carefully considered by the director, and decisions concerning the placement of your child will be made with the best interest of all in mind.

## **HEALTH OF YOUR CHILD**

It is important to keep your child in regular attendance, but **do not bring your child to school if he/she has had fever, vomiting, or diarrhea within the past 24 hours**. If your child exposes others to a contagious disease, please notify the director so the other parents can be informed. If your child becomes ill while at school, you will be contacted to make arrangements to take him/her home. Please notify the school if your child is out and/or sick.

## **TUITION**

Tuition may be paid by the year, semester, quarter, or month. Tuition is \$125.00 per month for one child and \$110.00 per month for each additional child. A full month's tuition is due regardless of absences or holidays. Tuition is due the first school day of each month. Tuition is considered late if not paid by the 15<sup>th</sup> of each month. A \$10.00 late fee will be added after the 15<sup>th</sup>. You may deposit your payment in the box provided at the entrance to the classroom area, or remit payment to:

Kiddie Kollege  
Lamar Avenue Church of Christ  
3535 Lamar Avenue  
Paris, TX 75460

All accounts MUST be current in order to register for the fall. Delinquent accounts are subject to your child being dismissed from the program. Please see the director for any special circumstances.

## **CLASS HOURS**

Classes will meet each Tuesday and Thursday from 9:00 AM - 2:30 PM. Punctuality is very important, but **students will not be accepted in classes before 8:45 AM.** Teachers meet, prepare and have prayer and devotionals each morning before school. This is a very important part of the day for each member of our staff. It helps to ensure the quality of this program and restore each one present.

## **SAFETY PROCEDURE FOR ARRIVAL AND DISMISSAL**

Arrival:

Please see that your child is taken to his/her classroom and be sure to sign in daily in your appropriate spot however **we ask that you do not enter the classroom with your child if possible. Rather leave him/her at the door. Prolonged good-byes are difficult on both the child and parent.** If you car pool, the driver should do this for each child. Some children will cry the first few times they are left. This is a normal reaction and the teachers are trained to handle such matters. You will be contacted if needed. When delivering or picking up your child from school, please **do not park your car where it will block traffic.**

Dismissal:

We ask that you sign your child out EVERY time you pick up your child. You are to pick up your child NO LATER than 2:30pm. The end of the day finds the teacher cleaning, in preparation, and reflection on the day's events. We must have a written note if your child is to be released to any person not named on his/her enrollment form. We regret to inform you that we must charge you \$5 for every 5 minutes past 2:30pm you are late. If this fee is necessary you may pay it to the office on the day that it happens.

We will be locking the rear doors of the building (by the gym) at 9:30 and they will be opened again at 2:00. If you arrive late for drop off or early for dismissal you must use the front doors of the building (under the white awning). If you come during the day for any reason, then the front doors must be used then as well.

## **CLOTHING**

Washable clothes and sturdy shoes enable your child to relax and enjoy school. We do not recommend allowing your child to wear cowboy boots, flip-flops, high heels or long dresses. These items of clothing do not allow for freedom or safety while playing. If girls wear a dress please put a pair of shorts underneath. Children who are not potty trained should wear disposable diapers until such time as they are consistent in using the toilet. Send an ample supply of diapers and a change of clothes. Children who are potty trained should wear clothing that enables them to use the restroom with little or no assistance.

## **LUNCH AND SNACK**

Each child should bring a healthy lunch and drink in a labeled sack or lunch box. Please do not include gum, microwaveable items, or carbonated beverages in your child's lunch.

A snack will be provided each day. Mothers are invited to send treats at any time, but please notify the teacher in advance and keep it simple.

## **PERSONAL BELONGINGS**

Please make sure that all coats, backpacks, lunch boxes, drinks, nap pads, and changes of clothes are **clearly labeled with your child's first and last name.**

Please encourage your children to leave toys at home. They cause disruptions and neither the school or teacher will be responsible for lost or broken toys. A specific day each month will be set aside for Show-n-tell. Your teacher will let you know when this is. This activity develops poise, good self-concept, and language skills. Students may bring objects from home for Show-n-tell, but these items are for showing only and will be put on the shelf for the rest of the day.

Please do not let your child wear any valuable jewelry to school. Neither the school nor the teacher will be responsible for lost or broken jewelry.

## **REST TIME**

A rest period is required for all classes. During this time, all children will lie down to listen to stories and/or music. If a child has an item from home that they must have in order to sleep, it may be brought for this purpose. These items will be kept in their bag at all other times.

## **BIRTHDAYS/SCHOOL PARTIES**

Your child's birthday is VERY important to us. Feel free to bring a special treat or snack to celebrate their special day but no presents should be brought to school. If any gifts are delivered to your child while at school, they will be held in the director's office for you to pick up at dismissal time.

We will have four holiday parties during the year. Fall Festival, Christmas, Valentine's Day, and Easter. Please sign up in your child's classroom to help with one of these parties. Details about each party will be given in the monthly newsletter.

## **TELEPHONE CALLS DURING SCHOOL HOURS**

If it is necessary for you to call the school during the day, please use our Kiddie Kollege number. This number is **(903) 737-0884**. If you work outside the home please post this number at work also. It is often necessary for the director to be away from her desk during the day, so please leave your name and number and a brief message and the director will get back with you as soon as possible. You may also reach Jill Faires, Kiddie Kollege director, on her cell phone at **(903) 272-9711**. (If possible, please text!) Our email address is [lamaravekiddiekollege@gmail.com](mailto:lamaravekiddiekollege@gmail.com)

## **CONFERENCES**

Should it be necessary the director and teachers are available for a conference concerning your child. Anytime you have a question or need to meet for a conference, feel free to call for an appointment. If you feel you need to give the teachers specific ideas for disciplining your child, please share them with her. Our method of discipline will be denying special rewards, and time-out. If something stronger is needed or a situation arises that requires your attention, you will be contacted. Let's maintain close communication.

## **OPPORTUNITIES TO SERVE YOUR TEACHERS**

Please sign up with your child's teacher to provide special and fun snacks for your child's class. You can also sign up to help your child's classroom with holiday parties throughout the year. We are often in need of volunteers. We will take whatever hours you have to donate and we will be grateful for your help. In addition we will periodically ask for certain items to be brought in to help with art projects. Check your newsletter for information about these events.

**\*\*Sign up with the director if you would like to be called to be a paid substitute.**

**PLEASE SIGN AND RETURN WITH  
ENROLLMENT INFORMATION**

**I HAVE READ AND UNDERSTAND THESE  
POLICIES AND PROCEDURES EXPLAINED IN  
THE KIDDIE KOLLEGE STATEMENT OF  
POLICES AND AGREE TO HONOR THEM.**

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Signature of Parent or Guardian

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Date

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Student Name(s)

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Mom's cell #

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Dad's cell #

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e-mail address