

KIDS KORNER

PARENT HANDBOOK

HOMECHURCH

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WHO WE ARE...

MISSION STATEMENT:

Kids Korner program is a ministry of Home Church. The program is committed to showing the love of Jesus to our community. Our goal is to provide a loving, caring environment where children's spiritual, self-help, social, and learning skills can develop.

PHILOSOPHY:

Our teachers partner with parents and use a creative curriculum to plan their classroom according to each child's growth and developmental needs.

CHRISTIAN EDUCATION:

Kids Korner integrates the word of God into all areas of learning. Prayer, Bible stories, and worship music are all included in our daily activities and curriculum.

OUR PROGRAM:

Kids Korner has four classrooms: Toddlers, Twos, Threes, and Fours. Our teachers design curriculum with a well-balanced focus on spiritual development, self-help, social, and learning skills. Our teachers partner with parents and use a creative curriculum to plan their classroom according to each child's growth and developmental needs. All activities are created to be age appropriate and developmentally challenging.

STUDENT DEVELOPMENT AND PROGRESS:

We believe each child is designed by God and has gifts and attributes all their own. We know every child is unique and special. We do not believe that children develop at the same rate, and age does not guarantee a certain level of performance or behavioral maturity. Chronological age is our guide for placement. Kids Korner curriculum is created with the intention of nurturing each child to grow successfully.

Classes

TODDLERS:

Our Toddlers program is designed for 18 months to 23 months of age and offers our youngest children a loving, nurturing, Christian environment full of stimulating activities. We use a creative curriculum as a basis for classroom activities and explorations. The children will be exposed to a variety of experiences every day, including a sensory-rich environment, music, and bible stories. We strive to meet each child's individual needs on a daily basis.

TWOS:

Our Twos enjoy a caring environment with activities that incorporate their need for practicing self-help skills and nurture their attempts at mastering independence. Children are introduced to a variety of concepts, including: shapes, colors, numbers, letters, and more. They are offered a wide variety of sensory and creative experiences, which encourage them to form the foundations for learning.

THREES:

Our Threes program will begin to introduce letter sounds and recognition, along with early math concepts. We build upon this skill by including free play with different manipulatives. Name writing will be introduced in this class. Arts and crafts will allow children to have sensory fun while reinforcing concepts introduced in this class.

FOURS:

In the Fours classroom, children will explore math concepts and participate in science experiments. Letter recognition and letter sounds are practiced daily, along with handwriting skills. Letters, numbers, shapes, and colors are reinforced through playtime activities, crafts, and books read during circle time. Children will also enjoy creating art on a regular basis.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one shall be excluded from our program because of race, color, sex, religion, or national origin. Only the child's parents or legal guardian may enroll a child. All forms provided to you for enrollment must be completed before your child attends the Kids Korner program. All requested personal information is kept confidential.

Parents are required to update all emergency data as needed, including address, home, cell, and work numbers, and individuals authorized to pick up their child. Current immunization information must be submitted upon enrollment, and all immunizations must be kept current with Kids Korner. Kids Korner must be informed of any custody situation in advance and will request the proper paperwork be in the child's file.

Kids Korner offers classes for children based on their age as of Sept 1st, as well as his/her developmental needs. Exceptions to this policy are rare and are at the discretion of the director based on their assessment of each child's developmental needs and the program's ability to accommodate those needs.

Registration takes place each Spring for the next school year.

Classes are filled on a first come, first serve basis according to the date that the nonrefundable registration fee is paid. If the registration and supply fees are not included in the enrollment forms, we will be unable to hold a spot for your child. The registration fee is non-refundable. The supply fee is refundable before May. After May, the supply fee becomes nonrefundable. Registration is ongoing throughout the year based on space availability.

If classes are filled when a parent inquires about enrollment, the child's name will be placed on an age-appropriate waitlist in the order in which the request was received. As vacancies occur during the year, they will be filled from the waitlist. The next person on the wait list will be given the opportunity if they choose to register/pass before we contact the next on the list. The waitlist only applies to the current school year.

WITHDRAWAL:

All children are considered enrolled once the enrollment forms are submitted and the registration/supply fee is paid. To formally withdraw from the program, a two-week notice should be given to the director. Regardless of a formal notice being given or not, if tuition is not paid by the fifth of the month, the child has not attended classes, and there has been no verbal communication to the director stating otherwise, it is assumed the family has chosen to withdraw from the program. A spot will not be held. Any balance on the family's account will also need to be paid by the last day of enrollment.

TUITION:

Kids Korner is a nonprofit ministry of Home Church. It relies on fees and tuition to operate. Tuition cost is established yearly. All tuition payments are due on the 1st of the month. Any tuition not received by the 10th day of the month will result in a \$20 late fee being added to the next invoice. If there are three consecutive months of non-payment - the child will be unenrolled from the program. There will be no refunds given for illnesses or family vacations.

Tuition paid by a check returned for insufficient funds must be paid in cash along with a \$25 NSF fee plus incurred late fees.

We will accept four methods of payment for Kids Korner tuition: credit, debit, personal check, or cash.

Kids Korner reserves the right to make adjustments in tuition which may be required due to increase/decrease enrollment or increased operational expenses. Parents will be given a 30-day advance notice of any tuition changes.

Please make check payable to "Home Church". Checks or cash should be handed directly to the director. No tuition should be sent with a child or handed to teachers.

VACATION/ILLNESS AND ABSENCES:

Vacations and illnesses will be charged at the regular rate. All absences should be reported to the director prior to or on the day of the absence.

SCHOOL CALENDAR AND HOURS OPERATION:

Kids Korner starts the first Tuesday after Labor Day and is open until mid-May. hours are Tuesday and Thursday from 9 AM to 2 PM. School Kids Korner will follow CISD for any closings due to inclement weather, early release days, and holidays.

Should Kids Korner delays or closings differ from Comal ISD, you will be notified by phone, text, email, Remind App, or Facebook. No refunds are given for bad weather days, and bad weather days will not be made up.

FAMILY INTEGRITY POLICY:

In the event that a family's actions while on church premises or through interaction with a staff member compromises the integrity of the mission of Home Church, a family may be removed from the program immediately.

STAFF:

The Kids Korner Staff is vital to running a great program. Our staff members come from a variety of educational backgrounds and experiences. Each teacher has been prayed over and chosen carefully for her warmth, nurturing skills, and dedication to providing excellent early childhood education in a Christian setting. All of our teachers have made a profession of faith in Jesus Christ.

To provide a safe environment for your children, each staff member has had a background check along with first aid and CPR training.

CLASSROOM VOLUNTEERS AND VISITORS:

Parents are welcome to observe the classroom at any time. We ask that you arrange a time to observe with the director of Kids Korner beforehand. Persons not listed on the pickup list will not be able to go into the classroom. Since we do not have background checks, we cannot allow any person to stay for an extended period of time.

DROP OFF OF CHILDREN:

Teachers use the time before class to prepare the classroom. Therefore, please do not take your children to class before 9 AM. It is important that you arrive on time. Children arriving late miss instruction time and interfere with the flow of the day.

RELEASE OF CHILDREN:

Written authorization from parent/guardian is needed for those individuals who are permitted to pick up your child. The names of these individuals should be provided to Kids Korner at the time of registration. Children will only be dismissed to individuals who appear on the registration form. Changes in this must be given to Kids Korner in written form. Individuals must be 18 years of age or older.

Under no circumstances will an adult be permitted to pick up a child without authorization. In an emergency, a parent/guardian may call the school and give permission over the phone, however, this is strongly discouraged.

Kids Korner has no legal authority to refuse either parent the right to have custody of their child unless this is court-ordered and the Kids Korner office has a COPY OF THE JUDGEMENT. It is requested that noncustodial parents arrange visitation pick up/return around non-school hours.

The Kids Korner program ends at 2 PM each day. We ask that you pick up your child promptly. If a child is left after 2:10 PM, he/she will be taken to the director, and a late fee of \$5 per 5-minute segment will be assessed and due immediately.

HEALTH, ILLNESS, AND INJURY:

We want to maintain a healthy and safe environment for all children enrolled in our program. We depend on your help to maintain this policy. If your child is ill, we ask that you give the director a courtesy call or email to inform us that your child is absent. In case of an accident or illness, we will immediately try to contact the parents/ guardians or the emergency contacts listed on the child's enrollment forms.

A child will not be allowed in the classroom if one or more of the following exists or develops during the day:

- The illness or condition prevents the child from participating comfortably in activities.
- The illness or condition causes the child to need more care/attention than the teacher can provide.
- The child has one of the following:
 - A temperature of 100 degrees or greater.
 - Symptoms or signs of possible illness such as cold, runny nose (other than clear), severe cough, skin eruption, sore throat, vomiting, diarrhea, lethargy, abnormal breathing, unexplained skin rash, mouth sores with drool, wheezing, behavioral changes, or other signs the child may be ill.
 - A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Parents will be notified when a child has been exposed to a communicable disease while at Kids Korner. Parents should notify the Kids Korner director when a child has been exposed to a communicable disease outside the program.

FOR THE PROTECTION OF THE CHILDREN AND STAFF, A CHILD WHO IS KEPT HOME OR

SENT HOME DUE TO ILLNESS MAY NOT RETURN TO SCHOOL UNTIL 24 HOURS AFTER HE/ SHE IS FREE FROM ALL SYMPTOMS, INCLUDING THE USE OF FEVER/SYMPTOM-REDUCING MEDICATION.

****We are not able to administer oral medications of any kind.****

MEDICAL EMERGENCIES:

Our staff is CPR and first aid certified. In the event of a medical emergency during school hours, all efforts will be made to contact the parents/guardians. If a parent is not available, decisions related to securing medical assistance will be made by the Kids Korner Staff. Information given to the office at the time of enrollment will be used at this time. Please remember to keep your child's records updated.

PARENT NOTIFICATIONS:

Parents will be notified in person, by phone, or in writing:

- If their child is injured and the injury requires medical attention.
- If the child has a sign or symptom requiring exclusion from care.
- If the child has been involved in any situation that placed the child at risk.
- If a situation renders the program unsafe.
- If there are changes to policies or procedures.
- If there is a change in staff that works with your child on an everyday basis.
- If there is an outbreak of any communicable disease.
- If a less serious injury or incident takes place, the parents will be notified at the time of pick-up.

OUTDOOR PLAY AND WATER ACTIVITIES:

We believe the outdoor environment is an extension of the classroom. We strive to provide children with engaging and creative play opportunities while they enjoy our playground. We are not able to go outdoors if the temperature/chill factor is below 35 degrees or the temperature/heat index is over 100 degrees. Children should be brought to school in clothing that will enable them to play outside on the outdoor classroom/playground.

On occasion, the children will take part in water activities. These activities may include sprinkler and wading pool play. Water play will take place on safe surfaces, and water equipment will be sanitized properly. Children will be well supervised during water play activities. If you do not wish for your child to participate in water activities, please notify the office with a written request.

FOOD ALLERGIES/SEVERE ALLERGIES:

Please provide the office with written notice of any food or severe allergy.

FACEBOOK:

Kids Korner has a Facebook group where we share information, pictures, and videos. We do this to give our parents a look inside their child's day. You are not allowed to share, post, or copy pictures of another person's child. Please provide the office written request if you would like to be added to the Facebook group.

POTTY AND BATHROOM POLICIES:

A child entering the Threes and Fours classroom must be completely potty trained and should be independent in bathroom use. Toddlers being potty trained need a sufficient amount of diapering (pull-ups) supplies.

Toddlers/Twos who are not FULLY potty trained and come to KK wearing panties/underwear will be required to wear diapers/pull-ups for the remainder of the

day if potty accident happens.

NAP/REST:

All children in the Toddlers and Twos will rest or nap every day. Parents must provide a nap mat. Due to storage issues please only send a compact nap mat. Small “lovies” are welcome, but should go home every day. Nap mats are brought the first day of the week and taken home the last day of the week to be washed.

CLOTHING:

Please bring your children in comfortable, washable play clothes. Each child should have a change of clothes (including underwear and socks) in their backpacks or diaper bags. Please make sure clothes are labeled and in a zip lock bag. Please send your child with a sweater or jacket on cool mornings.

Toddlers and Twos (who are not potty trained) need at least one change of clothes and a sufficient amount of diapers for the day. Please make sure all clothes and diapers are labeled clearly.

All children need sturdy and protective shoes so they can run and play without tripping or have shoes fall off their feet. Sandals that are not secured to the foot are not to be worn at Kids Korner.

DISCIPLINE:

At Kids Korner, we strive to show God's loving kindness and to be Christ-like examples to each child every day. We use a positive discipline approach that fosters self-control. We want to help children make positive choices and strive to do their best.

We use many positive discipline strategies that are based on the age and personality of each child. Through positive reinforcement, we will teach listening skills, patience, kindness, orderliness, taking turns, sharing, politeness, proper manners, and respect.

To help children make positive decisions, we use positive redirection and verbal communication.

When a conflict arises, we teach children to express their feelings and resolve their conflict with words like "I am sorry," "Excuse me," and "I forgive you."

If unacceptable behavior continues, a child will be placed in a "calm down" chair. If your child endangers others, he/she will be separated from the class. If a behavioral problem continues, the parents may be asked to attend a conference with the teachers and/or the director in order to discuss the situation and how to best resolve the situation for the child.

To maintain safety and orderliness, any child who has continues behavioral problems will be dropped from the Kids Korner program.

Biting and hitting are very serious and dangerous occurrences. Kids Korner staff will, at times, try to work with the child and the family to stop incidents. If biting/hitting continues, the child may be dismissed from the program.

In all cases, parents will be notified prior to any changes being made in regard to their children.

We do not believe corporal punishment is an acceptable use of discipline in our program.

PARENT/SCHOOL AGREEMENT:

Parents are expected to support and uphold the Kids Korner program policies. If, at any time, misunderstandings develop between the program and home, it becomes an obligation of both entities to resolve those misunderstandings. All suggestions and comments from parents will be fully examined, are welcomed and encouraged for the overall strengthening of the Kids Korner program. Parents are encouraged to contact the director or their teachers with any concerns or questions.

Any parent who openly demonstrates to the Kids Korner staff, children, or other parents a lack of support for the Kids Korner policies is undermining the program's positive intent and thereby, hindering its effectiveness. A child's participation in the program

may be terminated if the parent/guardian fails to honor the program policies and/or regulations or shows a lack of support and respect for the Kids Korner staff.

Termination of a child's enrollment in the program may occur if the director determines that the program is unable to meet the needs of the child or enrollment of the child is not in the best interest of other children enrolled in the school.