

Dear Parents,

Welcome to The King's Keep Learning Center. We are honored that you have selected us for your child's education. Our purpose and mission is to provide high-quality, developmentally appropriate educational experiences in a Christ-centered environment. The early years are very important for setting a sound foundation, and we believe a good beginning never ends.

The faculty of KKLC is composed of teachers who are nurturing and caring, love children, and have been called to the ministry of teaching.

The focus of learning at KKLC is on the development of the whole child. We believe that by providing a variety of developmentally appropriate activities, we can successfully stimulate and challenge your child's spiritual, social, emotional, intellectual and physical development.

KKLC is a ministry of King's Way Baptist Church. We are thankful for the opportunity to teach Christian principles as an integral part of all learning activities. This emphasis starts with our infants and continues through our After-school programs. Our goal is to provide a positive atmosphere of spiritual and educational guidance.

The faculty and staff of KKLC look forward to serving you and your children throughout the coming year.

Sincerely,

Erin Pickard, Director

THE KING'S KEEP LEARNING CENTER

The King's Keep Learning Center is a thriving ministry of King's Way Baptist Church. Nestled in the midst of thirty-three acres that overlook Lowe's Motor Speedway and the distant skyline of uptown Charlotte, KKLC's 26,000 square foot state-of-the-art facility houses fifteen classrooms, a full kitchen, an indoor gym and four age-appropriate playgrounds. One of the newest trends in education is taking the classroom outside. The playgrounds at KKLC are designed with hands-on gardening areas, learning panels and rubberized surfacing throughout. We also offer extracurricular activities, including dance, soccer, computer, music and gymnastics.

MISSION STATEMENT

The mission of The King's Keep Learning Center is (1.) to provide a safe, happy and nurturing environment for the children who are placed in our care; (2.) to provide educational and enrichment programs led by trained and skilled teachers that are designed to enhance and stimulate spiritual, intellectual, physical, social, emotional and creative growth in each child; and (3.) to offer the convenience, affordability and quality care that young parents in a thriving community want for their children.

CURRICULUM

The King's Keep Learning Center's curriculum is Bible-based and includes, but is not limited to, the following: the Pledge of Allegiance, prayers, memorization of Bible verses, fine motor activities, outside play, music and movement, computer activities and social skill development. Infant through two-year old classes use the *Wee Learn* and *DiscipleLand* curriculums to introduce children to age-appropriate Bible stories and academic concepts that will be built upon in the older classrooms.

Beginning in our three-year old rooms, teachers use the Bible, phonics, writing and math portions of the *A Beka* curriculum to prepare children for success in kindergarten and beyond. Throughout the rest of the day, these academic concepts presented during group circle times are reinforced through centers, songs and creative activities. To the best of our ability, these older children remain in the same class for an entire school year, in order to receive the greatest benefit from this strong kindergarten-prep program. The instructional session begins at 9:00 a.m.

The King's Keep Learning Center also drops off and picks up school-age children from a number of Cabarrus County Schools. At KKLC, After-schoolers enjoy snack, encouragement from the Bible, homework guidance, character-building activities and recess. KKLC Before-schoolers receive loving attention and safe transportation to school on a daily basis.

FACULTY AND STAFF

All faculty and staff members working with the children must have FBI background and fingerprint checks. Drug testing is performed for new hires, and random drug testing is conducted for all staff. All staff also must have a current TB check-up. All lead and assistant teachers must be certified and have proper credentials, or be taking the required courses. In addition, teachers and directors must participate in the required number of annual child development training hours required by the state of North Carolina.

CHILDREN SERVED

The King's Keep Learning Center serves children between 6 weeks and 12 years old. Children with special needs are considered on an individual basis by the Director. We make every effort to serve all children enrolled. When all efforts have been exhausted in dealing with issues, KKLC does reserve the right to remove a child from the school.

HOURS OF OPERATION

The King's Keep Learning Center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Morning snack is served at 8:30a.m., lunch at 11:30 a.m. and afternoon snack at 2:30p.m. Children that arrive after these times will need to eat with their parents. Meals will not be re-served for children that arrive after these times. Parents who arrive later than 6:00p.m. to pick up their children will be charged a \$1.00 per minute late fee per child. Parents of children in the *9 To Noon* program must pick up their children by 12:00p.m. Late fees are applied beginning at 12:01p.m. The *9 To Noon* program does not include snack or lunch.

CONTACT INFORMATION

The King's Keep Learning Center
7526 Ruben Linker Rd.
Concord, NC 28027

704-721-5940 (phone)
704-886-1189 (fax)

www.kingskeeponline.com

Administrators' Email:

- Erin Pickard, Director – erinp@kingskeeponline.com
- Lisa Banks, Assistant Director – lisa@kingskeeponline.com
- Tanya Landrum, Assistant Director – tanya@kingskeeponline.com

ADMISSION REQUIRMENTS

ENROLLMENT

To enroll your child at The King's Keep Learning Center:

1. Request an enrollment package.
2. Visit our center. Our facility is open for tours between the hours of 10 a.m. and 4 p.m. During your visit, we encourage you to ask questions and share information about your family's needs.
3. To be placed on the waiting list, submit the non-refundable registration fee. Also complete all of your child's enrollment forms. These forms include:
 - * An *Enrollment Application*, including emergency contact information
 - * A *Children's Medical Report*, which includes the child's most current physical exam (must be within the past 6 months)
 - * A copy of the child's up-to-date immunizations
 - * A *Child Discipline Policy Form*
 - * A *Parent Handbook Agreement Form*
 - * A *Travel Authorization Form*
 - * An *Infant Feeding Schedule* (for children 15 months or younger)
 - * A *SIDS Policy Form* (for children 12 months or younger)

Once your child is on the waiting list, we will stay in communication with you regarding the start date that will best suit your family's needs and our space availability.

WITHDRAWALS

Our pre-school is open year-round. If a child is withdrawn for any reason other than sudden family relocation or a devastating circumstance, parents/guardians are required to give a written two-week notice prior to the next month's tuition payment. Without this notice parents must pay for an additional month's tuition.

Families wishing to withdraw just for the summer or for another short period of time may be placed on the waiting list by submitting the registration fee and letting the administrative staff know when they would like to return. Paying the registration fee does not guarantee that a space will be available on the return date requested. However, administrative staff will maintain open communication with the family regarding the timing of an available space. In order to guarantee that a space will be available, you must continue paying the monthly tuition rate during your child's absence.

FINANCIAL POLICIES

REGISTRATION

A non-refundable registration fee is required in order for a child to be placed on our waiting list or to enroll in our program. An annual supply fee is due on the anniversary date of your child's enrollment. We will notify you annually when your supply fee is due. Registration fees paid for waiting list spaces are good for one year from the date of payment or from the time of the child's birth, whichever comes later. If an entire year passes from the date of registration payment or from the child's DOB and a parent chooses to wait longer before enrolling his/her child, a new registration payment must be submitted in order to keep the child on the waiting list.

TUITION

Tuition is due in full on the first weekday of the month for year-round programs. Please write your child's name and the purpose for payment on each check. All cash should be put in a sealed, labeled envelope and given to the receptionist. KKLC is not responsible for cash left in the tuition box. **If payment has not been received by the 5th of the month, your account will be charged an additional \$2.00 per day late fee for each day after the 5th, including the day payment is submitted, Saturday, Sunday and holidays.** If payment is not received within two weeks after the due date, the child may not return until arrangements have been made with the director. There are no tuition deductions for absences, personal holidays, personal vacations or multiple children. Tuition includes morning and afternoon snacks, a nutritious lunch and on-campus activities. The fees assessed by the center are subject to change.

RATES

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|---|----------------------------|
| Infant classes | \$737.00 Monthly |
| Ones classes | \$716.00 Monthly |
| Twos classes | \$695.00 Monthly |
| Threes – Pre-K classes | \$673.00 Monthly |
| <i>Full-time Pre-school Registration/Supply Fee</i> | <i>\$60.00/Year</i> |
| 9 to Noon class for 3-5 year olds | \$165.00 Monthly |
| <i>9 to Noon Registration/Supply Fee</i> | <i>\$20.00/Year</i> |
| After-school | \$78.00 Weekly |
| Before-school | \$28.00 Weekly |
| BOTH Before & After-school | \$88.00 Weekly |
| Mini-camp Days | \$20.00 Daily |
| <i>After-school Registration/Supply Fee</i> | <i>\$40.00/School Year</i> |
| Summer Camps | TBA |

- **Supply fees** after the initial year are used for the replenishment of classroom and program supplies.

CHANGES IN TUITION

For children moving full-time into older classes prior to the 15th day of the month, the tuition rate will change at the beginning of the month of their move-up date. Children moving up after the 14th will continue to pay the younger class' rate until the month following their move-up date. Children's tuition does not automatically change on their birthdays. If your child must remain in a younger classroom for more than 2 full months, due to lack of space in an older class, his/her tuition will change the following month. For example, if your child turns three on December 8th and must remain in a two-year old class past the following March, his/her tuition will decrease to \$660.00 in April.

RECIPTS/STATEMENTS

Receipts/statements will be given at the end of the tax year upon request. If parents need monthly receipts, please notify the office staff.

RETURN CHECK CHARGE

There is a \$25.00 charge for returned checks. If more than two are received, further payments will be on a cash-only basis, with no exceptions.

LATE PICK-UP CHARGE

The King's Keep Learning Center is open at 7:00 a.m. each day and closes at 6:00 p.m. There will be an additional charge for children remaining later than 6:00 p.m., at the rate of \$1.00 per minute per child. This charge starts at 6:01 p.m. and runs consecutively until the child is picked up. Late pick-up charges for the *9 to Noon* program begin at 12:01pm. Payment must be made at pick-up time, or it will be applied to your next month's bill. If you will be late, please call the KKLC office at (704)721-5940.

SCHOOL DATA

CALENDAR

KKLC closes for the following holidays:

1. New Year's Day (*observed on 1/1/2010 & 12/31/2010*)
2. Good Friday
3. Easter Monday
4. Memorial Day Monday
5. July 4th observance (*July 5th, 2010*)
6. Labor Day Monday
7. Thanksgiving Thursday and Friday
8. Christmas week (*12/24-30/2010*)

* Tuition will remain the same for the holidays listed above, with the exception of no charge for the closing of Christmas Week, which is evenly distributed over a 12-month period.

DAILY SCHEDULE

Daily activity schedules are posted in each classroom. A typical daily schedule for pre-school includes the following: devotions, center time, snack time, teacher-directed activities, self-directed activities, rest time, lunch time, outside play and free time. We prefer for parents to have their children at school by 9:00AM to participate in all learning activities.

TEACHER/STUDENT RATIO

Our pre-school has space to accommodate 213 children. We have 15 classrooms. Our teacher-to-child ratios are as follows:

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|-------------|------|
| Infants | 1:3 |
| Ones | 1:6 |
| Twos | 1:9 |
| Threes | 1:10 |
| Fours/Pre-K | 1:13 |
| School-age | 1:18 |

LICENSING

The King's Keep Learning Center is currently licensed under the North Carolina Division of Child Development.

HEALTH

ILLNESS POLICY

The health and safety of the children in our care is a top priority. Therefore, no child is allowed at KKLC with a communicable disease, rash, diarrhea, fever, pink eye or other questionable symptoms. If any of these symptoms develop after a child arrives at KKLC, the parents will be notified and will be expected to pick the child up immediately. When a child arrives with any of these or other symptoms that are questionable, the parent will be asked to take the child home.

Guidelines for Illnesses (posted in each classroom):

- * Diarrhea-3 watery stools a day. Children may return to KKLC 24 hours after the last occurrence. Due to the State Health Department's regulations, children with diarrhea cannot attend school, even with a doctor's excuse note.
- * Vomiting- Children may return to KKLC 24 hours after the last occurrence.
- * Fever- A fever is at least 100.6 F, or 99.6 F under the arm. Children may return to KKLC 24 hours after their temperature is normal.
- * Pink Eye- 24 hours after prescription drops are administered children may return to KKLC. However, if eyes are draining, the child will not be allowed to stay at school.
- * Rashes- The child may return to KKLC with a physician's statement or after the rash has disappeared.
- * Children who can not participate in the daily activities, including outside play, should stay at home.

ALLERGIES

Parents of children who have environmental or food allergies must complete an *Allergy Care Form* and a *Food Exception Form* (if applicable) provided by the front office. These forms need to be signed by a doctor. The child's picture and his/her allergies will be posted in the classroom and the kitchen.

IMMUNIZATIONS

According to the NC General Statute 110-91 (1), The King's Keep Learning Center's requirements for immunization records are the following:

1. Each child must have a current record of immunization on file at the center within 30 days of his/her enrollment.
2. Each time a child receives an immunization, the record must be updated.

MEDICATION POLICY

Parents must complete a *Permission to Administer Medication Form* in order for medicine to be given at school. These forms are in the office. Medicine is not given without written permission from a parent or physician. ALL MEDICINE MUST BE KEPT IN THE ORIGINAL CONTAINER and must have the child's name on it. Out-of-date medicine will not be given. Physician's samples will be given only with a physician's written statement.

All over-the-counter medicine must be accompanied by a physician's written statement. This statement must include the following: date, child's name, name of medicine, amount to be given, time to be given, dates for medicine to be administered and physician's signature. No medicine will be given for non-medical reasons, such as to make a child sleep. Medicine should be placed in the secured container in the office.

A written statement from a parent may give blanket permission for up to six months to authorize administration of medicine for asthma and allergic reactions. A written statement from a parent may give blanket permission for up to one year to authorize administration of over-the-counter diaper creams, nasal sprays and Orajel. The written statement must describe the specific conditions under which these medications and creams are to be administered and detailed instructions on how and when they are to be administered.

Please do not send any medication, lip balm, hand lotions, etc. to school in your child's pocket or backpack. This is a violation of health, safety and sanitation regulations.

ACCIDENT POLICY

In the event of a serious accident involving a child, teachers are to notify a Director immediately. When the nature of the injury is such that time is of the essence, a Director may call an ambulance. A Director will remain with the child until a parent arrives. The child's information folder should accompany the child or be brought by a staff member immediately. The child's parent(s) and physician are to be called by a Director. Emergency numbers are posted on the wall next to each telephone. An *Incident Report Form* will be completed promptly by the teacher supervising the activity at the time of the accident. Whenever first aid is administered, the *Incident Report Form* will include the nature of the injury, how it occurred, treatment administered, the date, the teacher's signature and the parent's signature. A copy will be given to the parent, and the original will be placed in the child's file.

BITING PROCEDURE

In the event that a bite from another child draws blood, an *Incident Report Form* for the biter and the bitten child will be completed. If there is a possibility that the biter's saliva mixed with the bitten child's blood, the parents of both the biter and the bitten child will be called and given a letter from the Cabarrus Health Alliance, explaining the law that requires the children to see their doctors for blood tests for HIV, Hepatitis B and Hepatitis C. KKLC is required by law to give CHA the names, birthdays, parents' names, parents' contact numbers and physicians' names for both children involved in the biting incident. KKLC does not pay for these tests.

INFANT/TODDLER SAFE SLEEP POLICY

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby's clinical history.

In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and child care providers can work together to keep babies safer while they sleep, this facility will practice the following Safe Sleep Policy:

Safe Sleep Practices

1. All child care staff working in this room, or child care staff who may potentially work in this room, will receive training on our Infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep. Parents may give written permission to allow child care staff to swaddle their baby while he/she sleeps.
3. The American Academy of Pediatrics (AAP) recommends that babies are placed on their back to sleep, but when babies are at least 4 months of age and can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.
4. Sleeping infants will be visually checked every 15 minutes. We will check them by going to the crib and observing their skin color and breathing (rise and fall of the chest). We will record information on a Sleep Chart and keep this written record for one month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care.
5. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature (not over 75 F), avoiding excess bedding and not over-dressing the baby.

Safe Sleep Environment

1. Room temperature will be kept between 68-75 degrees F.
2. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding.
3. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
4. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
5. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
6. No smoking is permitted in the infant room or on the premises.
7. All parents/guardians of infants cared for in the infant room will receive a written copy of our Safe Sleep Policy before enrollment.
8. Awake infants will receive supervised "tummy time" for exercise, for play and to promote healthy development.
9. Staff will engage in practice emergency drills twice a year.

HYGIENE POLICY

Upon entering the classrooms, we ask parents to assist their children with hand-washing. Children and employees are required to wash their hands before every meal and snack time and after using the restroom. Gloves are provided for times when employees must administer first aid, handle bodily fluids, or whenever necessary. Staff members are also to wear gloves when fixing and distributing lunch and snack. In addition, toys are sanitized daily in each classroom.

Children's wet and soiled clothing will be changed immediately. If a child's underwear or outer clothing is soiled due to an excessive bowel movement, sanitation regulations require KKLC to throw away the extremely soiled clothing. Clothes that are salvageable will be placed in a plastic bag and sent home that day. Two changes of clothing, including underwear and socks, should be kept in your child's classroom at all times in case of soiling. If these items are missing, parents will be called to bring dry clothing.

SMOKING POLICY

We are a smoke-free facility. The use of tobacco products by staff and parents are prohibited on the premises.

KKLC CLEANING ROUTINE

Daily -

- * All linens in the infant rooms are cleaned daily.
- * All blankets and bibs that belong to KKLC are laundered daily.
- * Teachers follow N.C. sanitation standards for diapering and hand-washing.
- * All used toys are sent through the sanitizer once daily.
- * Changing tables are sprayed after each diapering with soap and water, and then a Clorox mixture.
- * Sleeping mats, tables and chairs are sanitized daily.
- * Carpets and floors are mopped and vacuumed daily.
- * All sinks and bathrooms are cleaned daily.
- * The kitchen is mopped and cleaned daily.
- * The entire facility is cleaned daily by a professional cleaning company.

Monthly - All carpets are shampooed at least once a month.

Semi-annually - All floors are stripped and waxed.

LINEN CLEANING SCHEDULE

Parents are asked to take their children's personal items home every Friday for laundering.

SAFETY PROCEDURES

SAFE ARRIVAL AND DEPARTURE PROCEDURES

Upon arrival, all children must be accompanied inside the facility by an adult. That adult should sign-in the child and swipe the child's security card to enter the hallways. Staff must be notified of the child's arrival. Upon the child's departure, an adult must come inside the facility, sign the child out and use the child's security card to swipe in. Staff must be notified that the child is leaving. No child will be released to anyone under the age of 18. Parents may not drop off or pick up their children at the playground fences. Family names, addresses and phone numbers will be kept on file at the center. Anytime this information changes, KKLC must be notified. If there are formal custody arrangements, court papers must be on file with KKLC. Otherwise, we are required by law to allow a child to leave with whichever parent arrives first to pick him/her up.

ALTERNATE PICK-UP FORMS

An *Alternate Pick-up Form* must be filled out before someone other than the parents/guardians may pick up a child. If that is not possible, a phone call from either parent is required. People listed on *Alternate Pick-up Forms* must come to the office and show photo ID before being allowed to leave with a child. This is for your child's safety.

RECORDS

It is your responsibility, as a parent, to notify the office in writing of any changes in schedules, medical information, addresses, telephone numbers, hours of care and other pertinent information regarding your family. For the safety of your child, all records must be kept up-to-date.

INSURANCE

KKLC holds liability coverage for each child.

WEAPONS

Concealed weapons are prohibited within the building and playground areas. These include, but are not limited to mace, pepper spray, knives and firearms.

FIRE/TORNADO

Fire drills are conducted on a monthly basis, and tornado drills are held quarterly. Teachers evacuate children according to the appropriate escape plan posted in each room. Teachers carry the emergency records, located in each classroom, in order to account for all children.

INCLEMENT WEATHER SCHEDULE

During inclement weather, The King's Keep Learning Center's Administration will determine whether it is necessary for The King's Keep to delay opening or to close for the day. In making the decision, they will take into account reports from local fire and police departments regarding the surrounding conditions. Closing and delay notices will be posted on WBTV, WSOC and WCNC, as well as on the KKLC website and the KKLC voicemail system. If inclement weather starts during the day, please call KKLC or check our website, www.kingskeeponline.com, for early closings. If The King's Keep schedule will remain the same as usual, no notices will be posted. Tuition will remain the same for the month, regardless of necessary delays or closings.

PARKED CARS

Cars should not be left running unattended in the parking lot when you bring or pick up your child. Children should never be left unattended in a car. It is **illegal** to leave young children in a locked and/or running car. We are bound and required by law to report any such illegal incidents that occur on The King's Keep Learning Center property.

The awning is provided for parents' convenience during inclement weather. We ask that parents park under the awning for no more than 5 minutes and that you refrain from parking in front of the handicapped parking spaces or blocking the fire lane. Also, we ask that you remain aware of pedestrians when opening car doors and when driving through the parking lot.

GENERAL INFORMATION

CHILD DISCIPLINE POLICY

Praise and positive reinforcement are effective methods for the behavior management of children. When children experience positive, non-violent and understanding interactions with adults and others, they develop good self-concepts, problem-solving abilities and self-discipline. Based on the beliefs of how children learn and develop values, this facility practices the following discipline and behavior management policy:

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| <p>We DO:</p> <ol style="list-style-type: none">1. Praise, reward and encourage the children.2. Set reasonable limits for the children.3. Model appropriate behavior for the children.4. Modify the classroom environment to attempt to prevent problems before they occur.5. Listen to the children.6. Provide the children with alternatives to inappropriate behavior.7. Provide the children with natural and logical consequences for their behaviors.8. Treat the children as people and respect their needs, desires, and feelings.9. Explain things to the children on their level.10. Use supervised periods of "time-out".11. Involve parents in the solution for continual behavior issues.12. Stay consistent in our behavior management program. | <p>We DO NOT:</p> <ol style="list-style-type: none">1. Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.3. Shame or punish the children when bathroom accidents occur.4. Deny food or rest as punishment.5. Relate discipline to eating, resting or sleeping.6. Leave the children alone, unattended or without supervision.7. Place the children in locked environments as punishment.8. Allow children to discipline each other.9. Discipline an entire group for the actions of one.10. Criticize, make fun of or otherwise belittle children's, parents, families or ethnic groups. |
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DISCIPLINARY ACTION

We strongly believe that it is our responsibility to uphold Christian principles and provide an environment that is positive and character-building for all our children. Therefore, certain behaviors are unacceptable at The King's Keep Learning Center. These behaviors include the use of foul language, hitting or striking another person or deliberately disobeying the teacher. If a child has been spoken to regarding any of these issues and does not respond, he/she will be referred to the office, and the parents will be called to pick up the child. If a third incident occurs, the child can be suspended until a conference is held with the parents and the Director. Discussion for further action will take place at that time. Termination could result at this time.

REST/NAP

Rest and naptime is an integral part of each pre-schooler's day. Children are required by law to have this specific time. They do not have to nap, but they must rest.

ITEMS SUPPLIED BY PARENTS

- Infants-
 - Bottles (labeled and dated)
 - Baby food (labeled and dated)
 - Diapers (teacher will initial)
 - Sunscreen and diaper cream (when applicable)
 - Mobile (if desired until standing)
 - Change of clothes (2)
 - Pacifier

- Ones-
 - Crib sheet for mat
 - Small Blanket
 - Diapers (teacher will initial)
 - Change of clothes (2)
 - Sunscreen and diaper cream (when applicable)
 - Pacifier or sleep aid

- Twos-
 - Crib sheet for mat
 - Small blanket
 - Diapers or pull-ups
 - Change of clothes (2)
 - Sunscreen and diaper cream (when applicable)
 - Sleeping aid (no pacifiers)

- Threes, Fours and Pre-K-
 - Crib sheet for mat
 - Small blanket
 - Change of clothes (2)
 - Sunscreen (when applicable)

BIRTHDAYS

Birthdays are special occasions for children. Parties need to be preplanned with your child's teacher. Parents may send refreshments to school on a day close to or on the child's birthday. Juice boxes and store-bought cupcakes or cookies are acceptable, convenient choices. We are unable to serve homemade items, due to sanitation restrictions. Decorations are not necessary due to time restraints. Contact your child's teacher about any food allergies of the children in the room and about any questions you may have.

LUNCH AND SNACK

Our pre-school program includes morning and afternoon snacks and a nutritious lunch. Please do not send food with your child, unless there is a special dietary need and you have discussed it with the director ahead of time. We provide a variety of nutritional foods and snacks for the children to enjoy. Menu copies will be available monthly for parents, as well as posted on the KKLC website.

PARENT PARTICIPATION

Parent participation is always welcome in the activities at The King's Keep Learning Center. Please notify your child's teacher in advance if you would like to share your time and talents.

PARENT GRIEVANCE APPEAL

When a parent has a concern, the following procedures should be followed, in this order:

1. Talk with the teacher, if the teacher is involved.
2. Contact the Assistant Director.
3. If the concern has not been resolved, contact the Director.
4. State Division of Child Resources (1-800-859-0829)

SHOW-N-TELL

Children are not to bring items from home without their teacher's permission. Show-N-Tell days will be announced by your child's teacher. When special items from home are needed to compliment the curriculum, teachers will notify parents. These items may or may not be needed each week. All items brought from home are the responsibility of the child. The King's Keep Learning Center is not responsible for broken or lost items.

SCHOOL ATTIRE

Children should be dressed appropriately for outside play. We ask that all children wear tennis shoes and socks or closed toe sandals with a strap on the back. For the safety of the children, we ask that children not be sent in boots, open toe sandals, flip-flops, jellies or slick bottom shoes. Children should also wear clothing that completely covers their torso. Please label names on all jackets, caps and sweaters that your child wears to school. All children are required by law to go outside each day “weather permitting”, so we ask you to please send proper attire during the winter months. Pre-school parents should remember to keep two changes of clothes, socks and shoes in their child’s cubby at all times.

CHILD ABUSE AND NEGLECT

North Carolina law requires that any person or institution that suspects that a child is abused or neglected shall make a report to the Department of Social Services. In case of suspected child abuse or neglect, the staff will immediately report to the director. The staff and director will document the situation properly. The director will then file a report to the Department of Social Services.

In the event that KKLC is reported for a suspected abuse or neglect, we will fully cooperate with the authorities during the investigation. If corrective action is needed, we will follow through with it immediately.

PARENT/TEACHER CONFERENCE

Parent/teacher conferences will be held as needed to discuss your child’s development. Please feel free to request other conferences with your child’s teacher if you feel there is a need. Other means of communication during the school year will include website updates, daily sheets, email, classroom visits, telephone conversations and personal notes.

FIELD TRIPS/TRANSPORTATION

Permission slips must be signed by the parent/guardian before any child may participate in off-campus events. No child will be allowed to leave the fenced playground area without a completed *Travel and Activity Authorization Form* on file.

DIAPERING AND TOILETING

Toilet training is an important task for pre-schoolers. A child's success in toilet training depends on two things: 1) training when the child is ready and 2) teamwork between the child's teachers and parents.

A child is ready to start toilet training when:

- He/she can stay dry for long periods of time during the day (checked diapers are often dry or have very little in them).
- He/she is aware of his/her bodily functions (even if he/she is not in full control of them yet)-for example, he/she can tell you when he/she just urinated.
- He/she has the language skills (verbal or gestures) to talk about potting needs.
- He/she has the physical ability to manage his/her clothing, pulling underwear up and down.
- He/she has the social maturity to leave play long enough to go to the potty, either when prompted or on his/her own initiative.
- Both home and school environments can promote healthy toileting habits.

Teamwork means that teacher will:

- Monitor a child's readiness signs (above) to help determine the right time to begin toilet training; teachers will not force potting on children who are not ready.
- Request information about home toileting habits, including the words that parents use to describe body parts and functions.
- Communicate with the parent(s) each day about the child's progress or about areas that need additional work at home and school.
- Use supportive encouragement to help each child feel good about his/her toileting; teachers will not punish children for accidents.
- Make sure that children are clean and dry at all times, responding quickly to accidents and organizing the day so that children have to wait in line for the potty for only short periods of time.
- Assist children in building independence and healthy habits, such as adequate cleaning after toileting and thorough hand-washing.

We ask that parents:

- Keep teachers informed of children's progress toward readiness signs; children will not be made to use the potty before they are developmentally ready.
- Use the same language at home and school about body parts and functions.
- Maintain the progress made at school– for example, if the child is in underwear all day, we ask that parents keep the children in underwear in the evening.
- Dress the child in potty-friendly clothing- loose fitting clothes that are easy to pull up/down without lots of buttons or snaps; children who are toilet training should not wear overalls or overall shorts to school.
- Use underwear rather than pull-ups; not only are pull-ups expensive, they discourage children from going to the potty (because they absorb wetness).
- Keep extra changes of clothes at school at all times, especially underwear and bottoms; an extra pair of socks and shoes may be needed if the child is wetting his/her shoes during accidents.
- Be prepared for a challenging time before toilet training is completed-know where the potties are in stores and restaurants and prompt the child to use them; expect some accidents.
- Allow the child to do as much for himself/herself as possible, and encourage independence.

STATEMENT OF FAITH

We believe in the verbal inspiration and authority of the Scriptures.
(II Timothy 3:16-17; II Peter 1:19-21)

We believe the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
(Genesis 1:1; Genesis 26-27; Isaiah 53:6; Acts 4:12)

We believe in the deity, virgin birth, vicarious death, and bodily resurrection of Jesus Christ.
(I Corinthians 15:3, 4)

We believe that the blood of Christ is the only atonement for our sins.
(Hebrews 9:22)

We believe that salvation is by grace, plus nothing and minus nothing. The conditions to salvation are repentance and faith.
(Ephesians 2:8.9)

We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ. Justification establishes an eternal relationship that can never be broken.
(Romans 3:24; Romans 5:1-9)

We believe in the visible, personal, and pre-millennial return of Jesus Christ.
(Acts 1:11)

We believe in the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost.
(Luke 16:20-25)