

Christ Community
welcomes you to



**Awesome Kids Preschool
Christ Community Church
14200 Kenneth Road
Leawood, KS 66224
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ccefc@ccefc.org**

**Worship Services:
Sunday 9:00 & 10:45 AM
Leawood Campus**

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GOALS

“We...will tell to the generation to come the praises of the Lord, and His strength and His wondrous works that He has done.” Psalm 78:4

A child needs to grow **spiritually**. “Trust the Lord with all your heart and do not lean upon your own understanding.” (Proverbs 3:5) To fulfill this Scripture, a child must grow in his relationship with the Lord by hearing the Word, by praying, and by the application of both in their life.

A child needs to grow **intellectually**. “For the Lord gives wisdom.” (Proverbs 2:6) A child needs to learn God’s wisdom and man’s intellectual knowledge. His path for that intellectual knowledge is development of his ability to listen and to follow directions. A child’s knowledge will be in vocabulary, math, number concepts, visual and auditory discrimination, science, music, and art.

A child needs to grow **emotionally**. “I will give thanks to You, for I am fearfully and wonderfully made.” (Psalm 139:14) A child needs to be encouraged in successes and mistakes. Each child needs to be loved and accepted just the way they are; both physically and mentally; and for individual interests, skills, and talents. Each child must learn to like themselves as God created them before they can love and accept others.

A child needs to grow **physically**. “The child grew and became strong...” (Luke 2:40) The child needs to develop small and large muscles with play equipment. Each child needs opportunities to develop large muscle coordination by running, jumping, hopping, and skipping. A child needs opportunities to develop small muscle coordination by using puzzles and pegboards, and by drawing, pasting, and cutting.

A child needs to grow **socially**. “Be imitators of God...”
(Ephesians 5:1) with Christ-like character.

- ☺ Humility – toward God and self
- ☺ Kindness – to others
- ☺ Sharing – with others
- ☺ Forgiving – yourself and others
- ☺ Patience – with others, self, and things
- ☺ Compassion – for others
- ☺ Obedient – to authority

And to grow in the teachings of the Bible:

- ☺ Be truthful
- ☺ Accept others as God made them
- ☺ Live the Golden Rule...

“Treat others as you want to be treated”
(Matthew 7:12)

These are our goals for the coming year.

PHILOSOPHY

Each child is seen as unique and special, created in God’s image.

Our environment is supportive, nurturing, fun, and positive.

We foster child development and kindergarten readiness through age-appropriate materials and programming.

Dear Parents,

God has given us a blessing in each and every giggling, bubbling, cuddling, running, jumping, climbing, laughing, crying, asking, discovering child that He has entrusted to us. Our prayer every day is to have every word that is heard be HIS. We are aware of this great responsibility God has given us, and with His help, your child can grow, develop, and mature here.

Bonnie Traynor, Director

BASIC PURPOSE OF PRESCHOOL

1. **To develop a positive self-concept.** We appreciate each child as a unique individual of great worth, created by God, and encourage each child to become the person God created them to be.
2. **To provide children with information about the world around them (seasons, holidays, science social studies).** To offer loving support as children explore their environment.
3. **To provide opportunities for social growth and development,** such as learning to share, taking turns, participating in conversation, and relating to group situations.
4. **To provide opportunities to experiment with a wide variety of manipulative materials, which will encourage the child to think and draw conclusions.** We want to encourage children to think, to question, and to grow intellectually.
5. **To help children become independent in as many ways as possible.** This includes self-dressing, using the bathroom, using materials properly, preparing snacks, and cleaning up. A child usually wants to assume such responsibilities. It allows them to think of themselves as capable, worthwhile people. He or she will be more ready to accept future responsibilities.
6. **To provide children with opportunities to express themselves** through a variety of art media, through music, finger plays, role-playing, dress up and other group activities. We strive to offer many kinds of hands-on experiences to emphasize process and creativity.
7. **To provide training in body awareness, large-motor, and hand-eye coordination.** These are skills children will need to develop before they begin formal learning.

8. **To provide related learning experiences in basic concepts**, such as colors, shapes, spatial relationships, and recognition of like qualities (using age appropriate materials), directly coordinated with the child's world.
9. **To provide daily routine** because we believe children function best when they know what is expected of them. We also believe they should be helped to develop a sense of orderliness by following routines and by learning to use and care for materials properly.
10. **To provide all children with the opportunity to naturally experience God's presence daily in their lives** and encourage them in their relationships with their Heavenly Father.

ORGANIZATION

Awesome Kids Preschool is a non-profit ministry of Christ Community Church. Its purpose is to provide excellence in early childhood education from a Christian perspective.

Our admission policy is nondiscriminatory in regard to race, color, religion, national origin, ancestry, sex or handicap in accordance with regulations for childcare centers for children in Kansas. Kansas Civil Rights Statute KS 44-1009, and Title VI of the Civil Rights Act of 1964

KBI / SRS SCREENING

Request for KBI / SRS Child Abuse Registry is filed in Director's Office.

SCHEDULE

Classes will be in session from September through May, with school breaks for Thanksgiving, Christmas, and Spring Break.

Classes are available for the following times:

9:00am – 12:00pm Monday through Friday

Bridge Days 12:00pm – 1:30pm (Tues., Wed., and/or Thurs.)

2 1/2 Year Olds must be physically 2 1/2 no later than November 1 of the school year.

Can enroll 1, 2 or 3 days.

3 Years Old (by September 1) must be independently potty trained before school starts.

Pre- Kindergarten

- 4 Years Old (by September 1)
- 5 Year Olds (by December 31)

The preschool classroom doors open promptly at 9:00am. Children and parents may wait outside the preschool rooms in the hallway. Parents are required to bring their child(ren) to the classroom door. If you have an infant or other child and require occasional help to get your preschooler to and from the classroom, please contact Bonnie Traynor, Director. **For the safety of all, please do not leave children in the car unattended.**

Parents are to meet their child at their classroom door for dismissal. Children **MUST** be picked up promptly at the scheduled time, by an authorized person.

Please call the preschool as soon as possible if you realize you will be late to pick up your child.

ENROLLMENT PROCEDURES

To enroll your child, a registration form and an enrollment packet must be obtained. Children will be placed on our enrollment lists according to the dates upon which the registration form, registration fee are received in the Preschool Office. The enrollment forms are:

- 1) Registration Agreement
- 2) Emergency Release
- 3) Health Assessment & Immunization Record
- 4) Getting to Know Your Child
- 5) Student Photo/Social Media Release Form

The **State Health Department requires** all enrollment forms to be on file before your child may attend class. Changes of address, phone numbers, or other basic information are to be made in writing immediately following the change.

TUITION

Tuition is due on the first class session of each month. Tuition may be made online, Direct Payment ACH Debit, or by personal check. **Checks are made payable to Awesome Kids Preschool.** Tuition is nonrefundable if your child is absent. Tuition checks may be placed in the locked tuition box located just to the right of the director's office.

To assist in prompt and proper credit of monthly tuition, please place student's name on form of payment.

STUDENT WITHDRAWAL

If for any reason you need to withdraw your child from our school, you must submit a written request to the Director of the Preschool, prior to your child's last day. **Your \$60.00 registration fee is non-refundable.**

The Preschool may choose to withdraw a child for the following reasons: the child is not benefiting from the program, the child is not allowing other children to

benefit from the program, or a child in the 3's or Pre-K classes (4's & 5's) is not independently potty trained.

MEET YOUR TEACHER

Meet Your Teacher provides an opportunity for the children to meet their teachers and other classmates before school begins.

BACK TO SCHOOL NIGHT

Back to School Night is for **parents only**. No child care will be provided. It is an important time spent with your child's teacher to learn their goals and objectives of the classroom for the coming year.

DISCIPLINE POLICY

It is our belief that all children have the right to be safe. The Teachers will provide toys and activities that will provide the children with several safe choices of learning and play. When a conflict occurs between children, the staff will talk with the children about choosing another activity (redirection). However, physically hurting another or destructive behavior will not be tolerated. "Calm Down Time" will be used if redirection does not work and the conflict continues. "Calm Down time" will consist of the maximum of one minute per age of child, example being: a 4-year-old will be **asked to sit down and calm his/her body down** for no longer than four minutes. After calming down, the child will be affirmed by the staff and helped to phase back into play. The following complies with K.A.R. 28-4-132 as stated in the Kansas Regulations for Licensing. "Punishment which is humiliating, frightening or physically harmful to the child shall be prohibited. Corporal punishment such as spanking with the hand or any implement, slapping, swatting, pulling hair, yanking the arm, or any similar activity; verbal abuse, threats, or derogatory remarks about the child or the child's family; binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; without or forcing foods; and placing substances which sting or

burn on the child's mouth or tongue or other parts of the body shall be prohibited. The Teacher will confidentially notify the parents of the occurrence.

PARENT TEACHER CONFERENCES

Parent conferences for preschool children will take place in the fall and mid-winter. In May, your child will receive a progress report. Please talk to the teacher any time throughout the year concerning your child's progress. You may schedule a conference at any time.

Here are some of the ways we communicate with our parents:

- Monthly Calendar/Newsletter
- Website
- Email Notifications
- Easel Boards
- Suggestion Box
- Parent Evaluations
- Parent/Teacher Conference/Progress Reports
- Facebook/Twitter

HEALTH AND SAFETY POLICIES

Staff First Aid and CPR Training

The director and teaching staff are required to have current first aid training and CPR as specified in the "Kansas Regulations for Licensing."

Illness, Emergency Care and Special Considerations

For the sake of your child and others, please do not send your child to school when ill. After an illness, please keep your child home until there have been no symptoms for 24 hours. Please contact the teacher if your child will be absent for any reason.

Reasons to Keep a Child Home

- A fever
- Nausea and / or vomiting
- Abdominal cramps
- Earache
- Diarrhea
- Head Lice
- A cold, at least when it's fresh and "juicy," or a bad cough, when its symptoms aren't due to an allergy or leftover from a recent illness.
- Any sore throat, but especially one diagnosed by your doctor as a strep infection, which is highly contagious until the fever is gone, usually after a few days on antibiotics
- An unidentified rash, which should be checked by your doctor for possibilities of roseola, chicken pox, or another disease.
- Conjunctivitis (pinkeye)
- Any infectious disease your doctor has diagnosed
- Your own visual test or gut feeling that tells you your child really isn't well
- Your child is overly tired or emotional and a day off to spend with Mom and Dad seems really appropriate.

In case of illness at school, the child will be isolated, being kept as comfortable as possible in another room, and the parents will be contacted.

Allergy Awareness Preschool Guideline and Procedures

If your child has a food allergy, please make the Director aware as soon as possible. Our desire is to keep your child safe. Our goal is to help children feel included in every single aspect of their preschool day. We believe the best possible way to do that is by having a strong partnership between parent and school.

We rely on you, the parent or primary caregiver, to take the initiative and responsibility to instruct the preschool staff on how and what your child might need.

- Meet with the teacher before school starts to explain your child's situation.
- Because we are a licensed facility, there will be additional forms to complete:
 - ***Food Allergy Action Plan (from the doctor)***. This form helps the preschool staff know what to look for and how to reach you.
 - ***Authorization for Dispensing Medications to Children***. Should there be a need for the school to have medications on site, this form helps the preschool staff know how and when to provide special care to your child.
- Snack is a normal part of the preschool day. ***You will need to provide a safe snack for your child.***

Dental Health

The children will be involved in learning activities which emphasize dental hygiene, tooth and gum care, and what foods are good for teeth.

Lunch Requirements

The **State of Kansas now requires (K.A.R. 28-4-439 (c) (2)** all children that stay for lunch need to have a liquid milk or milk alternative (such as almond, rice, soy etc.) in their lunches.

The State of Kansas would like for us to encourage you to visit ChooseMyPlate.gov for ideas and menus for your child's lunch and snacks.

Please note that due to the large number of children in our school, we are unable to refrigerate lunches or heat any meals.

EMERGENCIES

These policies were made in conjunction with the Leawood Fire Department, State Health Department, and coincide with the “Kansas Regulations for Licensing for Child Day Care Centers.”

All emergency numbers (police, fire, ambulance and poison control) are posted in rooms and by the office telephone. Each child’s folder has name of physician, address and telephone number, preferred hospital, written permission for emergency medical treatment, health assessment forms and emergency forms to take to the emergency room. All communicable diseases are reported to the Health Department.

If a child requires emergency treatment, we will administer first aid if appropriate, call 911 while a teacher stays with the child, call parents, and one teacher or director will stay with the child in the ambulance and at the hospital until a parent arrives.

If your child requires special care because of physical or emotional disabilities, special arrangements must be made with the director prior to enrollment. If medication needs to be administered, a separate permission form must be signed. We will attempt to accommodate these needs when possible.

Fire

Fire evacuation drills will be conducted at random monthly intervals and the date recorded and posted. In case of fire, the staff will:

1. Get the children to a safe place as quickly and calmly as possible
2. Remain in a safe place until notified of the building’s safety by authorities
3. **OR** call parents for early pick-up as soon as the children are safe and secure

Tornado or Severe Storm

1. Lead the children to the designated rooms in the basement as quickly and calmly as possible
2. Provide quiet activities to keep the children occupied
3. Remain downstairs until notified the danger has passed

Floods

In case of flood, we will move to the highest level of the building and parents will be notified.

Civil Disorders

In case of civil disorders, the children will be kept inside, or classes will be cancelled.

Code Red

Upon notification the teachers will move children into the designated safe spaces and will stay there until notified by the proper authorities.

SCHOOL CLOSINGS

In case of inclement weather, the preschool will be closed if the Blue Valley Schools are closed or if the school district has late arrival.

However, we may also be closed when they are not. If you have any questions about whether or not there will be school, please refer to our website or call the church office or director of preschool.

In the event of the death of a staff member, the school will be closed the day of the funeral. Tuition will not be refunded.

MISCELLANEOUS

Dress

Please dress your child in comfortable play clothes appropriate for the weather. The children will go out to play unless it's very hot or very cold. If rain or snow boots are worn to school, please send shoes in the interest of safety and comfort for the child. Please mark clearly with your child's name any jackets, coats, hats, mittens, boots, etc.

Field Trips

Due to liability issues, we will not leave the campus for a field trip. However, we will have several field trips come to us during the school year.

Open Door Policy

Awesome Kids Preschool has an "open door" policy. Parents / Guardians are welcome to enter their child's classroom to observe at anytime during the child's scheduled class time. See director for door code.

Class Party Policy

Busy Bee's – the class will not have organized parties. Every day is a party in the Bee's class!

Eager Elephants & Friendly Frogs – the teachers will plan and conduct several celebration days throughout the school year. Parents will be asked to volunteer to provide snack, crafts and games but **will not** attend the party.

Brave Bears, Happy Hippos & Lovable Lions – the teachers will plan and conduct Celebration Days together throughout the school year. These special events may include but not limited to making a

special snack to share, games to play, and stories to hear.

We do **NOT** observe **“Halloween,”** but may offer a Harvest/Pumpkin celebration instead. **Christmas and Easter** are celebrated with both traditional and Christian emphasis.

Show and Tell

Please **NO** gum, candy, **real or pretend** guns, knives, (weapons of any kind) or money should be brought to preschool. Each teacher will decide on when to have Show and Tell in his or her classroom.

Birthday Party Invitations

Please do not hand out party invitations **unless the entire class is invited.** **If you only plan for a few of the children to attend the parties, please mail them using the school directory for addresses.**

Birthday Treats

If you would like to bring something special for snacks on your child’s birthday, please make arrangements with the teacher. Please do not make the snacks gender specific and be mindful of students that have food allergies. See the teacher to discuss details. Children who have summer birthdays may pick a day during the regular school term and celebrate their birthday with their classmates. We recommend celebrating a ½ birthday. We encourage birthday snacks. **(Please no cupcakes or party favor bags!)**

Student Photo / Social Media Preschool Policy

Awesome Kids Preschool does not give permission to post a picture or video on any social media or public space of any child other than your own.

Programs

We have two programs per school year, Christmas which is performed by our 3's and PreK classes and Graduation Program (spring) which is performed by our PreK classes. All parents, extended family, and friends are welcome to attend our programs.

Church Activities

Your family is invited to all church activities. You will receive notice of church activities in the preschool blog and from special handouts.

Purchase Items

These might include: school pictures, field trips fees, and book orders through Scholastic. However, you are **NOT** obligated to purchase anything.

Parent Resources

Parents are valuable resources and may have a Cultural tradition to share with the preschool. If you are a nurse, firefighter, or police officer, for example, you might volunteer to come visit the classrooms. Please contact the director or teacher if you are able to be a resource person to enrich our program. We look forward to hearing from you.

CONFIDENTIALITY POLICY

All student information will be stored in a way to protect the privacy of children and their families. If information needs to be shared with a child's family, it will be done in such a manner of complete privacy. The director, teachers, or any member of the staff will not discuss situations concerning children other than your own child.