



Kids Kampus Preschool Handbook

Greetings

Thank you for interest in Kids Kampus Preschool. Our preschool offers specific programs for three year olds and four year olds. (The program for three year olds is called K-3, and the program for 4 year olds is called K-4.) We love children and strive to provide a nurturing environment that promotes quality, age-appropriate learning experiences. We also endeavor to point children to Jesus Christ through our love, our Bible stories and verses, our studies of the world around us, and through the everyday experiences of interacting with others in which we learn how He wants us to live.

We would love to communicate with you. Please feel free to e-mail us at kidskampuspreschool@hotmail.com or call us with any questions, concerns or comments at (616)842-4290. A new website will also be launching soon and will give parents better access to information and resources. We will let you know as soon as that is available.

General Information and Procedures

Hours and Dates

Our K3 preschool program is offered on Tuesday and Thursdays from 8:30am until 11:30am. Our K4 program is offered on Monday, Wednesday and Fridays from 8:30am until noon. As a preschool program, we follow a traditional school calendar which runs from Labor Day until Memorial Day. The first day of school for K3 is always the Tuesday after Labor Day, and the first day of K4 is the Wednesday after Labor Day.

Registration Steps

Registration Fees and Deadlines

- Open enrollment for K3 and K4 begins after the winter open house.
- A registration fee of \$25 and an application form are due for new and returning students. Submitting these will save your child's place in the preschool. We appreciate these being submitted during February and March, so we can start to plan for the next school year.

After your child is registered, we will send you the following forms for you to fill out and submit to the office before school begins:

- Child information record
- Health Appraisal (including current immunization records)
- Photo release
- Proof of vision and hearing tests (This can be done through the Ottawa County Health Department.)

These forms **must** be turned into the school office before your child can begin the school year. If your child already attends Kids Kampus Daycare, it is not necessary to fill out duplicate paperwork. We would already have everything on file, except the hearing/vision test.

Tuition

Kids Kampus Preschool operates on a tuition basis. Tuition can be paid in full or in monthly installments. Each month's tuition will be billed by the first of the month and payment is required by the 15th of that month. If your child attends Kids Kampus Daycare, this is a separate bill.

Weather-related Closings

In case of inclement weather, please look at one of the following sources for closure information:

- WOOD channel 8
- WZZM channel 13

Kids Kampus Preschool will remain **open** during a "snow day" regardless of surrounding school closings. However, please look at one of the stations above for information regarding weather conditions. You, the parent, may decide what is best for you and your child regarding preschool attendance during unfavorable weather conditions.

Emergency Procedures

Emergency procedures are in place in the event of fires, tornado watches and warnings, a lockdown event, and serious accidents. The procedures are posted in the classroom, and drills are practiced throughout the school year.

Illness

In case of illness, please contact the teacher or the office to notify them of your child's absence. Please do not send your child back to school until he/she has been fever free or vomit/diarrhea free for 24 hours.

Classroom Procedures

Drop off/Pick up

Upon arrival, please enter through the main door with the canopy. There are coat hooks at the end of the hallway where the classroom is located. Please have your child hang his/her coat (and snow clothes) up on the hooks. (The shorter coat hooks are for the students in K3 and K4. His or her name is on a hook.) Then you may drop your child off (with his or her backpack) to the K3/K4 room. Students may arrive between 8:20 and 8:30am. Students should be picked up outside the classroom promptly at 11:30am for K3 or noon for K4. Parents may enter through the canopy entrance to pick up. If your child will be attending our day care, a staff member will walk him or her over to the Rainbow Room. Students must be dropped off and picked up by parents or other approved persons listed on his/her information record. Please let the teacher know if someone other than you will be picking your child up.

Classroom Management

As part of our classroom management plan, there is an apple tree in the classroom with each of the students' names on an apple. If a student repeatedly misbehaves (2 warnings are given), he or she must move his/her apple from the leaves to the trunk of the tree losing their sticker for the day. We talk to the student about what he/she has done and how he/she can change in the future. He or she also needs to then ask for forgiveness if he/she has wronged someone else. If your child has his or her apple moved (which will probably be very rare ☺), a paper will be sent home relating this information to you. Please discuss the incident with your child.

Snacks

Snacks in both the K3 and K4 program are provided by the parents. We request that the snacks be a **healthy snack**, i.e., fresh or dried fruit, muffins, crackers, cheese, vegetables, granola bars, breakfast bars, pretzels, yogurt, etc. Exceptions may be birthday snacks and holiday snacks.

In K3 a snack sign-up sheet for parents will be posted each month on the bulletin board in the hallway. In K4 the parents will provide the snack during the week that their child is the SuperStar. Water is provided for your child to drink during snack time.

Field Trips

Field trips are an important part of the learning experience at Kids Kampus Preschool. In K3 we take approximately two field trips during the year, and in K4 we take approximately five. Parents will be notified in advance of each field trip. We appreciate parent volunteers who can drive children and/or accompany us on these trips. In order to be a parent driver, a copy of your driver's license and proof of insurance need to be on file in the school office. In addition, each parent will need to sign a waiver indicating that they are at least 18 years of age, have a valid driver's license, have 6 points or less on that license, and have filed his/her license and proof of insurance with the office.

Volunteers

We love having parent volunteers helping in our classroom and accompanying us on field trips. In order to ensure the safety and well-being of our students, all volunteers in the classroom will either undergo a background check or will be under direct supervision by either the preschool teacher or aide.

Dress Code

Please dress your child in comfortable, nice clothes for school. K3 and K4 students may wear jeans, dress pants, or athletic pants. The girls may also wear skirts or dresses.

When the weather turns cold, make sure your child has mittens, hats, boots, and snow pants to play outside. Please put these items in a separate bag that is **labeled** with your child's name.

Supplies

A supply list will be sent home during the summer which includes all the items your child needs to start school in the fall.

Daily Schedule

The following two pages give a detailed list of the activities that we do in K-3 and K-4 on a daily basis.

K3 Daily Schedule

8:20 to 8:30	Drop off at the K3 room
8:30 to 8:45	Table Activities
8:45 to 9:15	Circle Time * Includes welcome and prayer time, discussion time, a story, and singing
9:15 to 9:30	Gross motor activities
9:30 to 9:45	Bathroom break
9:45 to 10:00	Snack
10:00 to 10:25	Recess
10:25 to 10:40	Bible story

Tuesday

10:40 to 11:20	Centers Time *Students can choose from the following centers: blocks, math, science, trucks and cars, kitchen, reading, music, loft area, dress-up, art, painting, writing, and rock table
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11:20 to 11:30	Pack up for departure
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Thursday

10:40 to 11:00	Centers Time
11:00 to 11:05	Pack up for departure
11:05 to 11:30	Music

K4 Daily Schedule

8:20 to 8:30	Drop off at the K4 room
8:30 to 8:40	Book Looking Time
8:40 to 9:15	Circle Time * Includes welcome and prayer time, jobs, pledges, SuperStar, letter of the week, a story, and singing
9:15 to 9:45	Art project or science activity
9:45 to 9:55	Bathroom break
9:55 to 10:10	Snack
10:10 to 10:35	Recess
10:35 to 10:50	Meeting Time * Includes Bible story, weather, and calendar
10:50 to 11:25	Centers Time *Students can choose from the following centers: blocks, math, science, trucks and cars, kitchen, reading, music, loft area, dress-up, art, painting, writing, and bean/rock table
11:25 to 11:35	Pack-up for departure
11:35 to noon	Special classes (Culture, P.E. or music)

Academic Instruction

Curriculum and Goals

K3 Program:

The K3 program has chosen a curriculum designed especially for three year olds, called Threshold for Threes. Listed below is an overview of the goals and objectives for a three year program.

CIRCLE TIME DISCUSSION

- History and science topics
- Receptive and expressive language skills; discussion skills; vocabulary expansion; picture reading

BIBLE TRUTH APPLICATION

- Bible stories and verse memorization with biblical truth application

ACTION RHYMES AND POEMS

- Language expression; auditory discrimination in rhyming words

LANGUAGE SKILLS

- Receptive and expressive language skills; visual and auditory discrimination; prewriting
- Language-experience activities for print awareness (such as labeling, experience charts); dramatizations; creative movement; imitative play; stories

PREMATH

- Counting; number recognition; sorting; classification; sequencing

ARTS AND CRAFTS

- Creative expression; observation skills; eye-hand coordination

MOTOR

- Fine and gross motor skills; vocabulary expansion in directional terms, such as up and down, top and bottom

MUSIC

- Singing; listening; moving; playing

LITERATURE

- Listening; appreciation of good literature; print awareness

Keep in mind that not every child develops at the same rate, especially during the early childhood stage, so a preschool curriculum also must be flexible to accommodate the varying needs of the students. Therefore, every child may not meet every goal and objective by the end of the K3 school year.

K4 program:

The K4 program at Kids Kampus Preschool uses a theme-based curriculum. Each week there is a new letter of the week and a theme based on that letter. For each new letter there is an accompanying song which gives the letter name, sound and words that start with that letter. All of the activities in the classroom that week then revolve around the letter and theme. During circle time we sing songs and read stories about the theme and during art and activity time we do projects based on the theme and/or letter of the week. The exposure to the letter several times throughout the week helps to cement its name and sound, while making it fun and exciting. A theme-based curriculum balances both the academic and social needs of a pre-kindergarten program. The following lists some of the objectives we have for students in the K4 class:

DROP OFF TIME - YOUR CHILD:

- will follow the routine for putting folders in his/her mailbox and hanging up backpack

DURING BOOK LOOKING TIME - YOUR CHILD WILL:

- pick out a book and look through it quietly
- understand that a book is read left to right
- monitor his/her behavior while sitting next to others on the carpet

CIRCLE TIME – YOUR CHILD WILL:

- listen for his/her specific job for the day and do it at the appropriate time
- demonstrate how to hold the flags and say the pledges
- listen to a story and answer comprehension questions about it
- practice raising his/her hand to ask or answer a question
- understand and name the parts of a book
- participate in songs through lyrics and motions
- be able to explain the show 'n tell item and give specific details to the class
- be able to understand what a question is and be able to ask one
- be able to answer questions about an item
- be able to name the letter and sound of the week
- name items that begin with the letter of the week
- practice sitting appropriately with his/her hand to his/herself

LARGE MOTOR SKILLS AND/OR GAME TIME – YOUR CHILD WILL:

- follow multi-step directions
- practice using various large motor skills (such as running, hopping, skipping, galloping, jumping, throwing, kicking, stopping, balancing)

ART PROJECT OR SCIENCE ACTIVITY- EACH CHILD WILL:

- follow multi-step directions
- practice using various fine motor skills (such as cutting, coloring, painting, gluing)
- make educated guesses about scientific questions
- participate in scientific experiments to prove or disprove his/her theories

SNACK:

- Your child will be exposed to and participate in trying a wide variety of foods. Please inform the teacher if your child has any allergies.

RECESS – YOUR CHILD WILL:

- participate in an outside free play time to explore his/her environment and how his/her body fits in it
- practice using a variety of large motor skills

DURING MEETING TIME – YOUR CHILD WILL:

- practice counting, the alphabet (letter names and sounds), colors, days of the week, months of the year, the calendar and weather
- lead others in practicing the above concepts
- listen to a story and answer comprehension questions about it
- practice raising his/her hand to ask or answer a question

CENTERS TIME – EACH CHILD WILL:

- make a choice of which area in the room to play in (areas include blocks, math, science, trucks and cars, kitchen, reading, music, loft area, dress-up, art, painting, writing, bean/rock table, and various prop boxes based on the theme)
- participate and explore each center area
- practice interacting appropriately with the other students in the center
- practice solving problems together

SPECIAL CLASSES (CULTURE, MUSIC AND PE) – EACH CHILD WILL:

- will be exposed to participate in many different musical styles and instruments
- practice using a variety of large motor skills
- learn about various cultures in our world

PACK UP FOR DEPARTURE – EACH CHILD WILL:

- follow the routine of putting his/her folder back in the backpack and lining up

Health Care Policies Plan

Hand Washing Procedures

Caregivers and children will wash their hands thoroughly with anti-bacterial soap and running water and dried with paper towels. Hand sanitizers, pre-moistened cleansing wipes and water basins are not approved substitutes for soap and running water. Hands will be washed at the following times:

Children:

- Immediately before eating
- After using the restroom
- Whenever hands are visibly dirty

Providers:

- Immediately before handling food
- After using the restroom or assisting a child using the restroom
- After contacting a child's body fluids, including but not limited to runny noses, saliva or vomit.
- Whenever hands are visibly dirty or after cleaning up the child, the room, bathroom items or toys
- Before giving or applying medication to a child or self

Standard Universal Precautions Procedures

All caregivers should operate under the assumption that all bodily fluids they come into contact with are potentially infectious. As such, caregivers should practice proper hand washing procedures as outlined in point number one of the health care policies plan. Whenever cleaning up bodily fluids, caregivers should also observe the following practices:

- Remove other children from the contaminated area, if applicable.
- Wear protective gloves.
- Clean up the area using disposable paper towels and a disinfecting bleach solution. If the surface is

carpeted, clean the surface area with paper towels and contact the custodian to clean the carpet according to manufacturer's instructions.

- Throw away soiled cleaning items in a separate trash bag clearly marked as bio-hazard.

Equipment Cleaning and Sanitizing Procedures

- All food preparation surfaces will be cleaned before each use using the three-step cleaning process.
 - Wash the surface or article vigorously with soap and water.
 - Rinse the surface or article with clean water.
 - Spray or submerge the surface or article with a sanitizing solution that is left to air-dry if possible or wiped with a clean paper towel.
- Toys that have been heavily used or soiled will be removed from children's use and cleaned in a submersible process that also follows the three step-cleaning process outlined above.
- Large toys and cots will be cleaned weekly, using a disinfectant solution with a clean rag.
- Bathroom surfaces will be disinfected on a daily basis

Exposure Control Plan

Caregivers must use universal precautions as outlined in point number two of the Health Care Policies Plan when there is potential exposure to blood, including blood-containing bodily fluids and tissue discharges and when handling other potentially infectious fluids. If a caregiver is potentially exposed to a blood borne pathogen, she must decontaminate, report the incident to her supervisor and receive medical evaluation immediately.

Resources

The following is a list of health-related resources available to area families:

- The Ottawa County Health Department
- The Red Cross
- North Ottawa Community Hospital
- Love INC
- Lakeshore Pregnancy Center