

2017-2018 Parent Handbook

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PURPOSE AND VISION

The purpose of the Kids at the Cross Weekday Preschool program of Church at the Cross is to provide care, education and development for each child enrolled to enable them to reach their full potential spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with the Christian principles of Church at the Cross. Our vision is to help the children encounter Jesus by showing and telling them about the saving, life-changing message of the gospel. We value children as people in need of a Savior, so we center our environment on the gospel of Christ. We strive for each child to experience God's love for them through loving relationships and happy times at school.

OPERATIONAL POLICIES

Age of child:

Our program is for children ages 5 months through Pre-K/TK (5 years). Exceptions are made for staff member's children.

Days and Hours:

Kids at the Cross Weekday Preschool will operate every Tuesday and Thursday from 9:00 a.m. – 2:00 p.m. Our Stay & Play Session is from 2:00 to 4:00 pm.

Arrival:

Children are to arrive no earlier than 8:55 a.m. and no later than 9:30 a.m. We ask that you do not arrive before 8:55 a.m. so the teachers can be properly prepared for the start of your child's day. ***We also request that you not bring your child any later than 9:30 a.m. as this disrupts the start of your child's day.*** It is to your child's advantage to be on time, as they miss out on planned activities if they are late. ***Remember to sign your child in with their teacher in their classroom when you drop them off.***

Pick-up:

The adult picking up the child must be listed on the sign-in sheet. A person other than the parent will be required to show their driver's license before leaving with the child. Pick-up time for our regular Kids at the Cross hours is 2:00 p.m. Any parent picking up a child later than 2:10 p.m. will be requested to pay an overtime charge of \$1.00 per minute. This policy must be enforced to allow teachers to complete their clean-up responsibilities before they leave. *It is also very disturbing to a child who is brought to the office to wait until someone comes for him.* If you have more than one child in the program, please arrive early enough to have your kiddos picked up on time; however, if five minutes means risking an accident, please drive safely and plan differently next time. THANKS!

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TUITION

Our tuition is based on an annual fee divided into nine equal monthly payments. Thank you for being diligent in paying your tuition on time. Your promptness allows us to meet our monthly financial obligations. We are unable to offer discounts for siblings or early payment at our preschool.

MONTHLY TUITION RATES

	Tuesday and Thursday
Babies through Three's	\$205 per month
Pre-K & TK (4's and 5's)	\$215 per month

Registration/Activity Fee

A non-refundable registration/activity fee of \$150 per child is payable upon enrollment. This one-time fee is non-refundable and guarantees your child's place in our program. This fee covers all activities and supplies for our Kids at the Cross year. This fee does not apply toward your first monthly tuition payment. Your monthly tuition will remain the same amount each month as it has been amortized over the entire year. Payment is due by the first Thursday of the month. After this time, the late fee will be \$10.00 will be charged.

Make checks payable to: K.A.T.C (Tuition Envelopes Provided)

K.A.T.C. stands for Kids at the Cross.

Online/Auto Payments: We do accept credit or debit cards for our preschool tuition online at the church website www.churchatthecross.com under KATC Weekday Preschool tab. You may also set up a payment on-line with your bank (auto draft) and have it sent to the church by the first Thursday of the month. Please send your payment to: Church at the Cross? KATC Weekday Preschool
3000 William D. Tate Ave. Grapevine, TX 76051

Late Payment Due: Payment is late after the first Thursday of the month. A late fee of \$10.00 will be charged after this time. If your child is absent when payment is due, please mail or drop your payment off to avoid the late fee. You are paying for the space reserved, not the child's attendance.

~ Payment in advance by month, semester, or even school year will be accepted.

~ We prefer checks instead of cash if possible, Debit/Credit Cards online only.

~ Return check charge is \$25.00

**Kids At the Cross Weekday Preschool
3000 William D. Tate Avenue, Grapevine, TX 76051 ~ Office 817-421-5437**

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Tax I.D. #: For the church/preschool is: 75-1104-171.

Fee Refunds: Any child withdrawing from the program must give two weeks notice prior to withdrawal. Otherwise, payment for two weeks tuition will be required. Please notify the office immediately. This fee is necessary as space has been made available for your child in his or her class. Your fees are budgeted to pay the salaries of the teachers hired based upon the teacher/child ratio of each class.

STAY & PLAY ~ EXTENDED HOURS: ~ 2:00 – 4:00 pm

Stay & Play Program

We offer an exciting option to parents for their child/children who are enrolled in Kids at the Cross Weekday Preschool called, Stay & Play. This will be an extended time of fun activities rotating between crafts, outdoor play on our play park, indoor play in, THE TREEHOUSE, occasional movies, games, etc. We also provide an additional snack during this session. This option is provided to enable parents to pick up siblings, run errands, shop a little longer, etc. while your child enjoys further play with other children. We want this to be an experience that your child will look forward to.

Stay & Play Staff: Our extended hours are supervised by our very competent Kids at the Cross employees. It may be that it is not your child's regular teacher, but they will quickly fall in love with their Stay & Play teachers. Your child will also have the chance to get to know other children in our program who are not in their regular class. We will group appropriate ages together and will maintain a safe ratio of child vs. teachers.

Reservation for Stay & Play: We prefer that reservations for Stay & Play be made at the same time tuition is paid. This enables us to properly staff the classes. Stay & Play Reservation cards will be by the tuition box on the red counter across from the KATC office.

Drop-in Basis: You may ask on a daily basis if your child can stay from 2:00 – 4:00 p.m. If there is availability, your child is welcome to stay and play!

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FEES FOR STAY & PLAY: An additional fee of \$10.00 per day for the Stay & Play hours from 2:00 – 4:00 pm. will be charged per child.

Payment: You do not have to write a separate check for "Stay & Play." We prefer that you add this amount to your tuition check and place then place your payment in the envelope provided by the tuition box. **If you decide to allow your child to stay after you have paid tuition, you may pay cash or write an additional check.**

Cancellations: No refunds will be given for Stay & Play due to staffing commitments. When a child is absent, we are unable to transfer reservations since we reserved staff and have to follow through with payroll commitments.

STUDENT PERSONAL INFORMATION

Registration Card: Upon registration, a parent must complete a Child Information Card on each child enrolled listing allergies, doctor's name, emergency phone number, immunizations records, etc. **The Emergency Medical Release** is a very important section on the Child Information Card, which requires a parent's or guardian's signature for emergency treatment. In case of accidental injury, we will immediately attempt to contact a parent. If necessary, we will call an ambulance. The director or an assistant will be in charge and will make all decisions about the care of the child. Parents will be expected to assume responsibility for any resultant expense. **All Kids at the Cross Weekday Preschool teachers are CPR Certified.**

Medications:

The director or office staff will administer all medications after a release form is completed by the parent/guardian. All medications need to be in the original containers and brought to the KATC office. **Do not leave in child's backpack.**

Health/Illness:

Your child's health is a matter of utmost importance to us; however, we can only accept well children at school. We depend on you, as parents, to help us maintain this policy for the well being of all of our children and staff.

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If symptoms of illness are observed, the child will be sent home. If a child should become ill during the day, you will be notified. The child will be isolated and provided with care. You will be expected to pick up your child promptly. Please make sure that we will be able to reach you!

Allergy Policies:

Peanut Allergy Rule

We will provide an allergy sheet for you to list any allergies we should be aware of at the beginning of the year. We do not forbid peanut butter from the Kids at the Cross Weekday program. However, we check the allergy list created at the beginning of our year to indicate which classes will be unable to bring peanut butter. If one or more children have peanut allergies, the other children in that particular class will not be allowed to bring peanut butter in their lunch. We do not serve products containing peanuts or peanut oil.

Allergies Diagnosed During Our Preschool Year:

If your child develops an allergy during the year, please inform the Kids at the Cross office immediately and we will notify their teachers. If this is a peanut allergy, the other parents in your child's class will be informed not to send peanut butter in their child's lunch.

ILLNESS & TOILET TRAINING POLICIES

Please keep your child at home if he/she has:

- fever or has had one during the previous 24-hour period;
- a cold or heavy nasal discharge;
- a constant cough;
- been more fussy or cranky than usual;
- vomiting and/or diarrhea (even associated with teething or medication);
- a sore throat;
- any symptoms of childhood diseases such as: chicken pox, strep throat, flu, scarlet fever, measles, etc;
- pinkeye or other eye infections (all eye infections are very contagious; plus the child must be on medication for 24 hours prior to returning.
- any communicable diseases
- any unexplained rash, skin infection, boils, ringworm, impetigo, etc.

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FEVER:

We require that a child be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. When in doubt, please apply the GOLDEN RULE.

SIBLINGS WHO ARE ILL:

When dropping off your well-child, please do not bring siblings who are ill into our building. Feel free to call the office at 817-421-5437 and we will meet you in our circular drive to take your well-child to their class. We work very hard to prevent illness from spreading amongst our students and staff. THANKS!

TOILET TRAINING:

We do not require children to be bowel and bladder trained before attending Kids at the Cross Weekday Preschool. We understand that children develop on an individual basis. If a child is not safely trained without accidents, we do require pull-ups. We appreciate your diligence in this matter. Staff will be happy to work with you to encourage your child in a positive manner. *We do not have restrooms in the one-year-old classes on the 2nd floor and it is very inconvenient to take the child down the hall every thirty minutes. If you begin potty training in the spring, we would like to encourage you to wait until summer. We want to work with you, so please discuss this with the director.*

INCLEMENT WEATHER

Kids at the Cross Weekday Preschool will follow the Grapevine-Colleyville Independent School District for closings due to ice or snow. There is no reduction in tuition for bad weather. Also, we are not required to have make-up days for any absences due to inclement weather. In the event the school is delayed, we will begin at 11:00 a.m. in order to give our staff with children time to get them to school. THIS ONLY INCLUDES DELAYS FOR INCLEMENT WEATHER. We do not follow the school regarding other delays.

The following stations are listed below for official school closings:

Radio Stations: WBAP 820 AM	TV Stations: Channel 5
KVIL 103.7 FM	Refer – GCISD School Channel

Note: We will contact parents in the event that inclement weather should cause an early pick up time.

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CURRICULUM

Our teaching staff is dedicated to making Kids at the Cross Weekday Preschool a positive experience. We want to meet the spiritual, emotional, mental, physical and social needs of your child in a warm and loving environment. Our classrooms are arranged into play-learning centers where children can make choices for individual and small group activities. We have a well-planned curriculum that provides a teaching topic for each week around which we organize activities. A variety of curriculum is utilized for academic focus in the Pre-K and TK classrooms. Our goal is to build upon the developmental foundations of trust, independence and initiative so that each child will feel good about himself and his world. Please feel free in offering us any suggestions as we work with your child.

SCHEDULED ACTIVITIES

MONTHLY: Your child will review colors, shapes, scriptures, finger plays and science experiments on a monthly basis. The teachers are required to incorporate these into their monthly lesson plans.

DAILY:

Our daily schedule will include the following:

Activity Time:

Children will be provided a variety of experiences and offered choices in the following centers: home living, blocks, puzzles, nature, music and art. This is the perfect setting for your child to learn to share, plan, work, think and reason while he/she plays with others.

Blocks:

The block center provides opportunities for children to work together to use their large muscles, and to orchestrate their own ideas.

Puzzles and Manipulatives:

This center gives children practice in hand-eye coordination and provides opportunities to work alone or together to solve problems.

Books:

This center helps children gain more awareness of people and the world around them. Of course, the children have exposure to books in library time, but the teachers will expose the children to a variety of books in their classroom as well.

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Nature:

The nature center provides opportunities for children to use their five senses and discover the world that God created.

Art:

This center may include activities such as easel painting, finger painting, cutting/pasting, play dough, etc., and provides children with a sense of achievement, while developing self-confidence. We allow the child to create their own projects.

Chapel (2A and older)

Includes songs and Bible stories on the life of Jesus and famous people of the Bible. This is a fun time of praise led by the director and the music teacher. Stories and scriptures are reviewed, and your child feels a personal reward as they begin to see God's plan from the beginning to the end and how much Jesus loves each of them individually. We love chapel at Kids at the Cross!

Group Time/Circle Time:

Group time will be for instruction, stories, games and sharing experiences. Your child will begin this time reciting the pledge to the flag. This is an important time for your child to learn self-control while participating and learning amongst their peers.

Library:

Kids at the Cross promotes the love of books and reading to our kiddos. Students will enjoy visiting the library and experiencing a fun and interactive story time. The Pre-K and TK classes may check out books during their library time on designated days. Parents, please help your child keep up with taking care of and returning books.

Music:

The children will enjoy singing, listening to recordings, movement to music and developing skills while in playing simple instruments. Our two-year-old classes will participate in a morning Christmas Program. Our three's, Pre-K and transitional kindergarten classes will participate in a Spring Program which is an evening performance. This evening is also an Open House in their classrooms. The children are delighted with the experience they have with their music teacher!

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Tech Time: (Pre-K and TK)

The Pre-K and Transitional Kindergarten classes will attend Tech Time class on a rotational basis located in our library. The students will be able to participate in hands on learning experiences, activities and games while using iPads.

Snacks: A snack consisting of a variety of foods and a cup of juice or water will be provided each day during our first session. Parents will sign up for their turn to bring snacks for their child's class. An additional snack will be provided at Stay & Play (2:00 – 4:00 p.m.) (Parents will be notified about allergies in the class)

Outside Play:

A beautiful fenced outdoor play area is provided for supervised play. We play outdoors whenever the weather is nice, so please send jackets on cool days. Children will go on nature walks, enjoy drawing with sidewalk chalk, and various other activities outdoors.

Lunch Time:

The children will bring their own food and drink for lunch. We ask that you do not send food that requires heating. During lunchtime, children will eat their lunch and visit quietly with other children and teachers. Our younger classes eat in their classrooms in order to work on social graces in a controlled environment. The three-year-olds, Pre-K and Transitional Kindergarten classes eat in "The Kidz Diner" located on the first floor.

Rest Time:

The babies through three-year-olds are required to have a rest time. We want this to be a positive and restful time for your child. Soft music will be played while the children rest. The length of rest time will vary according to age groups. Children are not required to sleep but must lie quietly so as not to disturb other children who are sleeping. *Children should bring nap mats or a blanket or towel. They may also bring whatever security item they choose to sleep with. We want this to be a positive experience for your child.* **Note: Our Pre-K and Transitional Kindergarten classes do not have a rest time in order to provide more time for academics.**

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GENERAL INFORMATION

No Field Trips.

We do not take field trips, but we will have many special visitors and activities on our property. God has truly blessed us with this beautiful property for the children to enjoy.

Special Days:

What great fun! There will be an exciting special day each month. These vary from year to year and you will receive a list of our special days in the pocket of this Parent Handbook. Some might include: Western Day, Drive-In Movie Day, Pajama Day, Pastries for Parents, etc. Your child will have a blast!

Birthdays:

We celebrate birthdays at Kids at the Cross. This day is very important to the children and we want to honor them. We provide birthday crowns for the older kids and special recognition for all children. Parents may send small hand held treats for their child's birthday if desired. Cookies make great treats for younger children. Please bring small treats without too much icing! We also designate a day to honor summer birthdays!

Holiday Parties: We will have planned parties at the following times: Thanksgiving, Christmas, Valentine's Day & Easter. Sign-up sheets will be posted in each classroom. Parents are welcomed to attend, but it tends to upset the younger ages when parents visit and then leave. You can discuss this with your teachers.

Schedules:

You will receive your child's class schedule at Parent Orientation. Please realize that schedules may vary from time to time in order to accommodate the children's needs that may arise. Schedules can also vary on our "special days."

Clothing: Socks are required in our indoor play facility, The Tree House. Please dress your child in appropriate clothing for "PLAY." Select clothing that is free from complicated fastenings. Infants and toddlers should wear clothing that unsnaps completely without removing shoes or garments. Closed-toe shoes are more comfortable on the playground. ***All children must have a complete change of clothing in their bags every day. Accidents do happen! Please be sure all items of clothing, backpacks, lunchboxes, etc. are labeled.***

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Items To Bring To School:

Each classroom teacher will give you a list of suggested items to bring to your child's class. Your child will be allowed to bring stuffed animals or security items for naptime. These are to be left in their backpack until their rest time.

Personal Toys:

We suggest that you leave your child's toys at home or in the car with the exception of a naptime security item. The other children find it too difficult to understand why the child who brought the toy does not have to share his or her toy. *We cannot be responsible for personal toys, special blankets or irreplaceable items. Toy guns or weapons are never allowed at KATC. If brought to school, the staff will take them to the director's office.*

Changes in Personal Information:

Please keep the office informed with updated information such as new phone numbers, change of address, new people allowed to pick up your child, etc.

Notes/Communication:

Please check your child's folder daily. We will send important notes home to remind you of upcoming special events. Visit our Kids at the Cross Weekday Preschool Facebook page for upcoming events. You may call a conference if needed with your child's teachers or the director.

Discipline and Guidance:

Children will be disciplined in a consistent, loving manner while we strive to teach self-control and Christian attitudes. Discipline will be based on an understanding of the child's needs and development. In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate actions acceptable for certain levels of growth, channel actions whenever necessary and stop any behavior that interferes with the learning activities of the child or class. If a child refuses to cooperate with the teacher, they will be taken to the director's office. You can be assured that we will keep this very positive. The director will talk to the child and pray with them. They will sit in time-out if needed. They will be required to apologize to their teachers. Our goal is to show each child that God loves them and forgives them when they disobey. We try to encourage the child by praising good behavior. We report any problems to the parents.

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Dismissal of a child:

Kids at the Cross Weekday Preschool reserves the right and privilege to dismiss any child, if after entering, he/she seems unable to participate in group experiences or fees have not been paid. However, our program promises to keep parents well informed to prevent this type of situation from occurring. We feel extremely blessed to have each child involved in our program and pray this never happens.

It is unfair for one child to negatively affect the experience we are striving to offer each child in the classroom. PLEASE COMMUNICATE WITH THE DIRECTOR so we can create the most positive environment for everyone. The parents must partner in with the director and the teachers in order to equip the child with the social skills they need.

NOTE

Students of any race, color, or ethnic origin are entitled to all of the rights, privileges, programs and activities made available by our weekday program. We do not discriminate on the basis of race, color or ethnic origin in the administration of our policies. This program, however, reserves the right to first admit children of its own congregation in line with its normal registration policies.

**Jesus said, "Let the little children
come unto me."
Matthew 19:14**