

**KINNEY AVENUE
CHRISTIAN PRESCHOOL**

512.442.6719



Parent Handbook

PARENT HANDBOOK
Kinney Avenue Christian Preschool

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Welcome to Kinney Avenue Christian Preschool

Kinney Avenue Christian Preschool is a community of love, diversity, faith and learning. Our mission is to give each child an experience that will instill a love to learn and a love for others around us. Through intentional curriculum and a passion for teaching, our staff's number one priority is to give your child an environment of love, acceptance, and an appreciation for our Zilker community. KACP believes in the core elements of early childhood development and we are dedicated to providing a program that embodies a learn through play philosophy. We believe a child's developmental success depends on their exposure to creative learning and purposeful structure. We look forward to having the opportunity to watch your child blossom throughout this school year!

WELCOME FROM DIRECTOR

Welcome to Kinney Avenue Christian Preschool! We consider it an honor and a privilege to care for your children. Our great desire is to come alongside you, the parents, and collaborate with you to love your child and to aid in your child's early growth and development.

You are now a part of the Kinney Avenue Christian Fellowship family, and we want you to feel welcome here. You are welcome to visit, volunteer, and generally make yourself at home. There are many "rules" in this handbook. We have adopted these policies to bring order and to eliminate surprises about the expectations we have for our families and for ourselves. If you have any questions about this handbook or anything else, please come have a chat with me.

We believe that God created each precious child with immense potential. We want to share, both by word and by example, the love of Jesus with each child. In addition to the rich spiritual atmosphere your child will experience, we will help your child grow in all developmental areas through hands-on, meaningful learning experiences. It is our great joy to walk with you through these exciting childhood experiences. You will be amazed at how your child will grow and how fast the time will fly. There will be struggles, but it is my prayer that together we can walk through the trials and celebrate the triumphs of your child's early years!

Blessings and love,

Tia Botello

MISSION

Kinney Avenue Christian Preschool (the preschool) offers full-time and part-time programs that were established to care for young children in a way that tells them and their family the story of God's love through Jesus Christ.

Birth through 5 years are a child's formative years. It is important that children of this age be given a stimulating environment that allows for creative play and sensory experiences. Learning centers (Bible, Dramatic Play, Blocks, Books, Manipulative, Art, Science, and Outside Play) are used to help develop the child's spiritual, intellectual, social, emotional, and physical needs.

PROGRAM PHILOSOPHY

The Kinney Avenue Christian Preschool was founded as an integral ministry of Kinney Avenue Christian Fellowship Church. The church believes that it is of utmost importance to provide a safe and loving place for families to bring their young children, nurturing them in the love of Jesus Christ each day.

The ultimate goal of the preschool is to provide teaching, training, and loving care that will foster a pleasant environment where children will feel loved and secure. The preschool strives to provide an enriched environment where children can grow in the following developmental areas:

Spiritual

All children will be given opportunities to...

- Develop awareness that the Bible is a special book that tells about God's love through Jesus Christ.
 - Participate in worship experiences on individual developmental levels.
 - Witness positive examples (sharing, kindness, helping, loving, etc.)
 - Develop a habit of giving thanks through prayer for things that God gives us to enjoy.
 - Increase their ability to make positive choices and understand the consequences of choices made.
-

Intellectual

All children will be given opportunities to...

- Understand that God gives us a mind to learn about all aspects of creation
- Participate in math readiness experiences (numbers, concepts, shapes, etc.)
- Explore science concepts (nature, senses, etc.)
- Immerse themselves in reading readiness and oral language experiences at appropriate developmental levels
- Express themselves in art and music

Social

All children will be given opportunities to:

- Understand that God gives us other people and a way to live with them in harmony
- Demonstrate acceptance of all people: people of all ethnic groups, those who are differently-abled, and people of all ages
- Learn in small and large grouping arrangements
- Develop a sense of sharing, caring, loving, and kindness
- Participate in individual play experiences
- Give and receive approval, encouragement, and affection
- Set limits and boundaries
- Use interpersonal skills
- Choose “free choice” materials and activities regardless of gender
- Model language that is gender inclusive

Emotional

All children will be given opportunities to...

- Understand that God has given us our feelings and that there are acceptable ways to express them
 - Recognize different expressions of feelings
-

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- Feel secure and stable in this preschool's environment
- Respond to different expressions of feelings
- Express themselves verbally
- Understand that other children have rights
- Develop awareness that body language expresses emotions (smiling, frowning, worrying, surprising, clapping, etc.)

Physical

All children will be given opportunities to...

- Accept that each child is one of God's individual creations
- Develop an awareness that each of us grow and develop at different rates
- Learn good hygiene habits
- Develop special awareness and adapt to spaces provided for specific activities
- Use books, toys, material, and activities that are age appropriate and inclusive of other cultures
- Keep rooms clean and organized
- Participate in both quiet and active activities
- Eat nutritious, appealing snacks
- Increase stimulation through change in instructional environments (indoor/outdoor, walks, etc.)

Cultural Accommodations

Kinney Avenue Christian Preschool supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and cultural background.

Christian teaching and learning experiences are interwoven into all areas of the Kinney Avenue Christian Preschool's operation in an attempt to convey knowledge of God in every aspect of a child's world. Our Christian foundations can be seen in the spiritual, intellectual, social, emotional, and physical growth of our children.

LICENSING INFORMATION

Advisory Board

The preschool ministry is a subsidiary of Kinney Avenue Christian Fellowship, and an Advisory Board establishes policies. All policies and procedures are reviewed annually to ensure the accuracy and success of our operation.

After consulting with the Director, parents may address the Board according to the following procedures:

- a. Discuss the issue with the teacher or aides as seems appropriate.
- b. Discuss the issue with the Director.
- c. Request in writing to be on the agenda for the next Advisory Board meeting. The request should include the reason you wish to address the Board. Requests should be received by the Director of the preschool 72 hours prior to the meeting.
- d. Bring your request/concern in writing to the Board meeting.

Governmental Licensing Information

Kinney Avenue Christian Preschool is licensed by the State of Texas and receives periodic reviews by the Texas Department of Family and Protective Services (TDFPS). Parents may view a copy of the minimum standards and the most recent Licensing inspection report at any time. Copies of the minimum standards are available in each classroom or in the Church office. The most recent TDFPS inspection report hangs on the bulletin board in the Children's wing.

You may contact the local Licensing office at 512-834-3195. The DFPS child-abuse hotline number is 1-800-252-5400. The DFPS website is www.dfps.state.tx.us.

ENROLLMENT

Waiting List

Classes at the Kinney Avenue Christian Preschool tend to remain full throughout the year. A waiting list, divided by the child's age, is kept and maintained based on the date it was submitted. There is no fee for our waiting list, but we do ask that families contact us monthly in order to let us know that they still desire a spot in the preschool.

Children are considered for admission based on the following priorities:

- 1st: Current students
- 2nd: Siblings of current students
- 3rd: 5 day a week schedule requests
- 4th: Community at-large

Enrollment

A child's enrollment is official when all registration forms have been completed; any outstanding balances from previous accounts have been paid; the registration fee has been paid; and the preschool has received your child's health record. The health record must include current records of immunization, which are based on the requirements of the Texas Department of State Health Services, not individual pediatricians. Parents must bring the updated health card to the preschool each time the child receives a new immunization.

Hours, Days, and Months of Operation

The preschool will open at 9:00 a.m. and close at 2:00 p.m., Monday - Friday for those children enrolled in our program. We also have optional extended care each day Monday - Friday, 8:00 a.m. – 9:00 a.m. (morning care), and 2:00 p.m.- 4:00 p.m. (afternoon care). Extended care requires additional tuition.

Parent Communication

Parents can email the preschool office directly for any changes/updates to their personal information; i.e. address, email, phone, etc. Information can be emailed to the preschool director at tiabotello@gmail.com or the assistant director, pleslie3696@gmail.com.

Procare Communication

Kinney Avenue Christian Preschool uses the app, Procare, for communication between parents and teachers. This app will give parents access to the child's daily report, which includes, diaper changes, nap times, feedings, photos and attendance. This platform is also used for signing kids in and out for attendance purposes. Parents are responsible for signing their child in and out each day.

TUITION POLICY

Contracts and Fees.

The preschool requires that parents give a minimum of two weeks written notice of withdrawal so that the preschool may advise others who are seeking admission. 30 days written notice is required for unused tuition to be refunded on a prorated basis. If KACP does not receive a 30 day notice, full tuition for the last month will be due regardless of the child's withdrawal date.

Separate annual registration fees are assessed for each school-year (September-May) and summer (June-August) enrollment. Registration fees are **NOT** refundable at any time, for any reason. Please note, new registrations will **NOT** be accepted if any outstanding balance exists on an open account. No exceptions will be made regarding this policy.

Payment Schedule.

Tuition rates for the school year and summer are announced during the month of January. Tuition is always due on the 1st day of each month.

Acceptable payment methods include check, cash, or credit card (option available through Procure app). If cash is given, money must be received in a sealed envelope, labeled with the child's name.

There is a \$24.00 charge for each returned NSF check. After two NSF/returned checks, it will be necessary to pay tuition by money order or in cash.

Tuition does not include fees for extracurricular activities such as Sportball, Kinderdance/Gym, etc.

Late Tuition Payments.

Tuition is due on the 1st of each month. Unless specific payment arrangements have been approved, any payment received 5 days after the 1st will be assessed a late fee of **\$50.00**. If payment has not been received by the 10th of the month, your child's account will be charged a late fee of \$5/day until payment has been received. Failure to pay the tuition due will result in the dismissal of the child from the preschool.

Arrangements may be made for special payment schedules. All payment arrangements must be approved by the Preschool Director and/or Assistant Director.

Child Care Subsidies.

Kinney Avenue Christian Preschool may be able accept childcare subsidies. Please contact the Director for more information.

CONFIDENTIALITY POLICY

Within Kinney Avenue Christian Preschool, confidential and sensitive information will only be shared with employees of Kinney Avenue Christian Preschool who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents, and/or children will not be shared with parents, as the preschool strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and health related information of anyone associated with the preschool.

Outside of Kinney Avenue Christian Preschool, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Any parent who violates the confidentiality policy will not be permitted in the preschool thereafter.

You may observe children at our preschool who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child, but our Confidentiality Policy protects **every** child’s privacy.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities within 48 hours. The employees of Kinney Avenue Christian Preschool are considered mandated reporters under this law. The employees of Kinney Avenue Christian Preschool are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our preschool staff takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of the preschool cannot be held liable for reports made to Child Protective Services that are determined to be unfounded, provided the report was made in “good faith.”

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Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Each member of our teaching staff receives at least one hour of annual training regarding the prevention, recognition, and report of child abuse and neglect. We support and participate in promoting awareness events for parents and staff members.

The director is available to help find resources for parents of children who have been victims of abuse or neglect. Our community has a variety of public and private resources to help children cope with the results of abuse.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their children whenever they are in care at Kinney Avenue Christian Preschool, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Kinney Avenue Christian Preschool must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with the preschool, **both** parents shall be afforded equal access to their child as stipulated by law. The preschool cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Kinney Avenue Christian Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Preschool staff will contact the local police should a conflict arise.

Visitors are allowed in the childcare facility only at the discretion of the preschool Director. An employee of the preschool will accompany visitors at all times, throughout the preschool.

Kinney Avenue Christian Preschool will have to dismiss any child whose parent is prohibited from entering upon the preschool property. Due to the parents' right to immediate access policy, as well as state and federal regulations, the preschool cannot have a child at Kinney Avenue Christian Preschool when the child's parent is prohibited access. The preschool will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the preschool. Such an agreement is a violation of the law and will not be entertained.

Kinney Avenue Christian Preschool, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, families will be notified. Any such action shall apply to existing as well as to future families.

DISMISSAL

The preschool also reserves the right to dismiss a child upon a two-week notice for serious behavior problems, repeated late payment, and/or negative parent experience or interactions. If preschool management deems the situation to be unhealthy for the child, the preschool management has the right to make the executive decision to dismiss. Preschool management will assess the need for dismissal and communicate to the parties involved. If dismissal is based on parent interaction/experience the registration fee will be refunded for any future enrollment.

WITHDRAWAL

The preschool requires that parents give a minimum of two weeks written notice of withdrawal so that the preschool may advise others who are seeking admission. 30 days written notice is required for unused tuition to be refunded on a prorated basis. If KACP does not receive a 30 day notice, full tuition for the last month will be due regardless of the child's withdrawal date.

ARRIVAL PROCEDURES

Arrival time at Kinney Avenue Christian Preschool is 9:00am. Drop offs will not be permitted after 10:00 a.m. unless previous arrangements have been made with your child's teacher. Upon arrival at Kinney Avenue Christian Preschool, the child will be checked in to our Tadpoles communication system. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom, except for the pre-k age group. Parents are required to help children put away their outerwear and be settled for the day.

Routines are very important to young children. In order to respect those routines for teachers and all children, **we do not allow drop off during naptime**, risking interruption of children's rest. Nor may children be dropped off in the full-time program when they are not ready to enter into the classroom schedule (i.e. – coming before nap when having already napped at home; coming after lunch without having eaten). Please keep this in mind when scheduling appointments for your child. If you need to make special arrangements for a specific day, please speak with the Director about possible solutions.

Kinney Avenue Christian Preschool discourages parents from sneaking out of the preschool. Some children exhibit separation anxiety when it is time for their parents to leave. The preschool believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The teacher present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying

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goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of the preschool are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher of any special instructions or needs for the child's day. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern, of which the child care providers should be aware, to best meet the needs of your child throughout the day.

Kinney Avenue Christian Preschool does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at the preschool.

Notification of Absence.

Consistent and prompt attendance is advised. If a child is late or absent, the parent should notify the office. The preschool will not refund any tuition for the absence; this includes when a child is out due to travel, vacations, etc. Tuition is due regardless of time missed and no exceptions will be made to alter this policy.

PICK-UP PROCEDURES

Children will be released only to properly identified persons who have been listed in the child release section of the Admission Information form. The names of persons who may call for the child and other information must be kept current by the parent. Proper identification will be required for anyone calling for the child that the staff does not know. In case of a substitute or new teacher in the classroom, parents will be required to show identification for the security of the children. Parents can add new authorized pick-ups in their Procure app.

Late Pick-Up.

A parent who picks up his/her child 5 minutes after our scheduled pick up time (2:00pm or 4:00pm) will be charged \$1.00 per minute until their child is picked up. This charge will be added to the child's account and will be due when normal tuition is collected.

A late fee may be paid when the child is picked up or with the next tuition payment. Failure to pay the fee may result in the dismissal of the child from the preschool. These late fees are assessed out of respect for the staff.

It is the parent's responsibility to ensure that someone (either a parent or authorized pick-up person) is available to pick up the child on time.

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up.

The staff of Kinney Avenue Christian Preschool will contact local police and/or the other custodial parent should a parent appear to the staff of Kinney Avenue Christian Preschool to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the preschool from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, preschool staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Kinney Avenue Christian Preschool to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of the preschool will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

TRANSPORTATION

Kinney Avenue Christian Preschool does not provide transportation.

Calendar

Kinney Avenue Christian Preschool provides a school year calendar at the beginning of each new school year. We will also send a revised calendar if modifications are made throughout the year.

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EMERGENCY CLOSINGS, INCLEMENT WEATHER, FUNERALS

The preschool will close or have a delayed start for bad weather if the Austin Independent School District closes or delays start. In the event of a delayed start, we will open at the same time that AISD elementary schools begin. Tuition will not be adjusted for bad weather days, nor are there make-up days.

CURRICULUM INFORMATION

Kinney Avenue Christian Preschool offers a program that reflects the guidelines established by the Texas Rising Star organization. We use the curriculum, **Assessment Tools for Early Childhood**, which has a primary focus of developmentally appropriate milestones for each age group.

The preschool also adheres to the National Association for the Education of Young Children's *Position Statement* on how children learn:

"...collectively the principles that follow form a solid base for decisions about how best to meet the needs of young children...:

- All the domains of development and learning—physical, social, emotional, and cognitive—are important, and they are closely interrelated.
 - Many aspects of children's learning and development follow well-documented sequences, with later abilities, skills, and knowledge building on those already acquired.
 - Development and learning proceed at varying rates from child to child, as well as at uneven rates across different areas of a child's individual functioning.
 - Development and learning result from a dynamic and continuous interaction of biological maturation and experience.
 - Early experiences have profound effects, both cumulative and delayed, on a child's development and learning; and optimal periods exist for certain types of development and learning to occur.
 - Development proceeds toward greater complexity, self-regulation, and symbolic or representational capacities.
 - Children develop best when they have secure, consistent relationships with responsive adults and opportunities for positive relationships with peers.
-

- Development and learning occur in and are influenced by multiple social and cultural contexts.
- Always mentally active in seeking to understand the world around them, children learn in a variety of ways; a wide range of teaching strategies and interactions are effective in supporting all these kinds of learning.
- Play is an important vehicle for developing self-regulation as well as for promoting language, cognition, and social competence.
- Development and learning advance when children are challenged to achieve at a level just beyond their current mastery, and when they have many opportunities to practice newly acquired skills.
- Children's experiences shape their motivation and approaches to learning, such as persistence, initiative, and flexibility; in turn, these dispositions and behaviors affect their learning.

What are children learning as they interact with each other, the teaching staff, and the environment? Here are some examples:

Manipulatives.

Children learn to: work cooperatively in small groups; develop self-control; demonstrate perseverance and self-discipline; experience pride in accomplishments; sort and match objects by attributes such as color, size, texture, and shape; understand number concepts related to sequencing, serration, and classification; develop emergent reading skills such as directionality and matching like objects; develop fine motor control; develop eye-hand coordination; develop visual discrimination skills; refine sense of touch.

Dramatic Play.

Children learn to: interact with others; express individuality and creativity; play cooperatively with others; understand the social expectations and attitudes of others; anticipate how to act in new situations; address fears and worries; demonstrate empathy for others; identify and plan play episodes with others; draw on past information and experience to solve problems; identify solutions to problems that arise during play; classify props according to common characteristics; arrange objects according to size; persevere at a task; improve small muscle control; use eye-hand coordination; use visual discrimination skills.

Music and Movement.

Children learn to: participate in a group; develop social skills by playing cooperative musical games; express anger, fear, joy, and other emotions through music and movement; recognize that music and dance express moods and feelings; enhance self-concept by sharing the music and dance of each child's culture; refine listening skills by noticing changes in tempo or pitch; increase awareness of different movements or body positions; develop creativity and imagination; understand new words and concepts; explore cause and effect; explore the many ways the body can move; develop large motor skills, improve balance, coordination, and rhythm; improve small motor skills.

Sensory.

Children learn to: play cooperatively with others; explore social roles; develop pride; see a task through to completion; observe materials to see how they compare and contrast; understand cause and effect relationships; observe conservation of volume; develop problem-solving skills; develop creativity; strengthen fine motor control; develop eye-hand coordination; improve coordination skills.

Art Center.

Children learn to: express feelings; channel frustration and anger in a socially acceptable way; assert individuality; experience pride; share and cooperate with others; enhance creativity; develop an understanding of cause and effect; label shapes and objects; solve problems; develop planning skills; develop small muscle skills; refine eye-hand coordination.

Block Center.

Children learn to: work independently and in a group; express needs, concerns, and fears in socially acceptable ways; share and cooperate with others; demonstrate pride in accomplishments; develop an understanding of the concepts of length, height, weight, and

area; classify and sort objects by size, shape, and function; make use of physical principles; predict cause and effect relationships; solve problems related to construction; organize in sequence; use addition, subtraction, and fractions; use large and small muscle skills; develop eye-hand coordination; control the placement of objects.

Book Center.

Children learn to: develop concern for others; try out different roles; share time and materials with others; enhance self-esteem; develop an understanding of symbols; increase vocabulary; predict events; recognize objects, colors, and shapes; understand sequence; apply knowledge to new situations; develop storytelling abilities; strengthen eye muscles; coordinate eye and hand movements; refine visual discrimination skills.

Kinney Avenue Christian Preschool staff members are constantly learning new ways to challenge and encourage young children. Individualized staff development plans are implemented each year to encourage staff to grow in all curriculum areas.

Daily Schedule of Activities.

The Kinney Avenue Christian Preschool day allows for a variety of learning experiences including, but not limited to, the following:

- Cooperative and independent play
- A variety of planned learning experiences as well as the provision for unplanned and spontaneous activities
- A balance of indoor, outdoor, quiet, active, large and small group, individual, child-initiated and adult-led activities
- Structured group activity and explicit teaching opportunities
- Opportunities for the development of personal, social and emotional skills
- Flexibility within the planned program to accommodate for interests of children, unforeseen circumstances and changing needs
- Use of a variety of developmentally appropriate resources, materials and equipment
- Activities and language that is unbiased, non-sexist, avoids stereotypes and reflects a multicultural perspective

Class Assignments.

The September 1st birth date cut-off sets class assignments in accordance with public school policy, placing children with the group with which they will eventually go to Kindergarten. For the most part, groups of children remain together as a class until the following August. At this time, children will be promoted to the next appropriate class based upon their birth date. Class placements are solely at the discretion of the Kinney Avenue Christian Preschool administration, although we encourage parents to communicate with us if there are special concerns or requests to take into consideration when placing children. Make these requests in writing and deliver them to the Preschool's office.

Staff and Child Ratios.

Developmentally appropriate ratios are important to us, helping our teachers facilitate adult-child interaction and constructive activity among children. Groupings of children are arranged according to age with the following staff to child ratios:

- Infants—4:1
- Toddlers—5:1
- 2-year-old group—11:1
- 3-year-old group—15:1
- Pre-K—18:1

Nap/Rest Time.

Each age group (except infants) has a rest time. The times and lengths of naptime varies by age group. If your child has a special blanket or toy that he/she naps with, please feel free to bring it with your child; it will stay in your child's cubby until naptime.

If your children are past the age of taking a daily nap, they will not be required to sleep, but they will be required to rest and play quietly in their area. Books and quiet toys will be available to those children.

Children under the age of 1 year old provide their own nap/rest/feeding schedule.

Screen Time.

Kinney Avenue Christian Preschool adheres to the state licensing guidelines regarding screen time for children in our care. Activities using TV/video and/or computer are prohibited for children under the age of two years. TV/video and/or computer activities may be used to supplement, but may not be used to replace, the activities for children ages two years and older. The American Academy of Pediatrics and HealthyChildren.org provides helpful parenting tips regarding media and how it's effects on children's development. Parents can visit this trusted resource at:

<https://healthychildren.org/English/Pages/default.aspx>.

Diapering.

For children who are unable to use the toilet consistently, parents should only bring commercially available disposable diapers. The preschool does **not** permit cloth diapers for sanitary purposes.

Our staff members check children for signs that diapers are wet or dirty at least every two hours when children are awake and when children waken. Diapers are always changed when wet or soiled. Diapers or soiled underwear are only changed in the designated changing areas. At all times, teachers have a hand on the child when the child is being changed on an elevated surface.

Birthday and Holiday Celebrations.

Celebrations are important in children's lives and they help build the bond within each classroom family, so we are thrilled to celebrate children's birthdays or similar special ethnic and/or cultural days. Please inform us in advance of these events and we will be happy to assist you. Birthday parties are usually celebrated with a special food item at the end of lunch or at snack time. It is the responsibility of our teachers to work with their classroom schedule and the family to decide the best time for the celebration. Please be aware that we have many families with various levels of nutrition consciousness and many children have allergies. Your child's teacher can suggest treats that will work for all of the children, or give parents of children with allergies a "heads up" to bring an alternate treat (i.e.-gluten-free cupcake, dairy-free pizza, etc.). A birthday breakfast with bagels, a special lunch pizza party, or muffins have all been well received by the children.

Kinney Avenue Christian Preschool believes in the importance of sharing the love of Jesus with children through many avenues, including times of celebration within the church year, particularly Christmas and Easter. Our society has many ways to celebrate, in both religious and secular ways. While we want to emphasize Jesus as the focus of these holidays, we do allow limited expressions of the holidays that are not religious.

We consider the exploration of different cultural traditions and celebrations as an important part of education. Kinney Avenue Christian Preschool takes the position that an informed respect for other cultures and celebrations is the best way to counteract prejudice and its negative effects. Consequently, families are welcome to share their cultural celebrations

with their child's class. Such activities should be undertaken in the spirit of enriching the program and should be devoid of any proselytizing. Families wishing to share their traditions are encouraged to arrange with the child's teacher. The presentation need not be long or complicated--it can be as simple as reading a favorite book or showing special decorations. The children always enjoy these activities and are enthusiastic participants. Your child's teacher can help you come up with ideas that would fit in with the class attention span and interests.

Conflict Resolution Policy for Children.

At Kinney Avenue Christian Preschool, we assume that...

1. Conflict can be healthy and can foster growth, learning, responsibility, and trust.
2. Helping children resolve conflict gives children control of their environment and their relationships with others. It also fosters their social and personal growth and maintains self-respect and respect for other children.
3. Children's ability to resolve conflict is influenced by multiple factors, including developmental stages, cultural expectations, models from family and significant others' experiences, and the media.
4. Teachers' approaches to conflict are influenced by their knowledge of their students through observations, parental input, previous experiences, and the understanding that each child learns in a different way over time.
5. Children are capable of taking responsibility for their actions, and they are able to come up with creative, positive solutions. They can be empathetic to peers and are able to understand the consequences of their actions.

In response to these beliefs, our classrooms will be safe places where everyday conflict is used as a teachable moment to build children's self-reliance, self-esteem, problem-solving skills, trust in peers, empathy, and compassion. Teachers participate as facilitators, allowing children to practice their evolving conflict-resolution skills in varied ways.

(This conflict resolution model was adopted and taken from: Carter, M. & Curtis, D. (1998), *The Visionary Director*, Redleaf Press: St. Paul, MN.)

Child Assessments / Parent-Teacher Conferences / Communication.

It is important to us that all children are part of an ongoing developmental assessment. All of our staff members have been trained to use our assessment procedures and interpret results as well as the conditions under which children will be assessed. The details of our process are outlined below.

- Instruments We Use.
 - We assess children using various methods including curriculum assessment forms, age-appropriate developmental checklists, parent conversations, self-portraits, work samples, photos/videos, and anecdotal observations.
- Use of Results.
 - Assessment results are used for arranging for developmental screening and referral for diagnostic assessment when indicated, identifying children's interests and needs, describing the developmental progress and learning of children, improving curriculum and adapting teaching practices and the environment, planning program improvement, and communicating with families.
- Confidentiality.
 - Our staff members keep assessment information confidential. We do not share any information with other families. We ask that families not request information regarding **other children's** development, special needs, or behavior.

Good communication is a vital element in a successful school experience. We will use a variety of methods to keep you informed about your child and the events at Kinney Avenue Christian Preschool.

- You are encouraged to take a minute to chat with the teacher at the beginning or end of each day. Sharing information can help teachers relate to your child appropriately. Parents can request a conference twice a year, during the months of October and April, to discuss their child's developmental progress and/or improvement. Please remember, however, that the teacher does not have time for conferences during class times. Conferences may be scheduled with your child's teacher or the director.
 - Teachers will provide a monthly newsletter or weekly updates to each parent to keep them informed of the upcoming events and lesson plans.
 - Some teachers may utilize either parent/teacher communication sheets or daily sheets in the classrooms.
 - Notices of upcoming events and activities are posted throughout the preschool.
 - Periodic e-newsletters will be sent from the Director, to inform you of changes and activities at Kinney Avenue Christian Preschool.
-

DISCIPLINE AND GUIDANCE

Discipline at Kinney Avenue Christian Preschool shall:

- Be individualized and consistent for each child
- Be appropriate to the child's level of understanding
- Be directed toward teaching the child acceptable behavior and self-control

Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the age of the child

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
 - Punishment associated with food, naps, or toilet training
 - Pinching, shaking, or biting a child
 - Hitting a child with a hand or instrument
 - Putting anything in or on a child's mouth
 - Humiliating, ridiculing, rejecting or yelling at a child
 - Subjecting a child to harsh, abusive, or profane language
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed
 - Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.
-

Addressing Challenging Behaviors of Children

KACP is committed to the development of all children. Discipline and guidance is a part of this development. If a child demonstrates a pattern of challenging behavior, KACP will do the following (in order):

- Teachers will address the behavior in an appropriate, individualized manner in which the child understands.
- Teachers will address the behavior and redirect the child to a positive choice that can be made to improve the situation at hand.
- The Director will address the child in an appropriate, individualized manner in which the child understands.
- The Director and Lead Teacher of that child will initiate and schedule a parent teacher conference to address the concerns and previous attempts to redirect the child.
- The Director and Lead Teacher can create a plan of action to improve the behavior, with parent agreement and acknowledgement.
- After all methods of positive discipline and redirection have been exhausted, the Director and parents of the child will address the end result of dismissal from KACP.

DRESS CODE

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures if the child is beginning toilet training or has already been toilet trained.

We encourage outdoor play, except in the event of unsafe weather, all year-round. Coats, hats, and gloves must be provided in the winter months. We recommend rain boots and additional extra clothes on rainy (but not stormy) days.

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Children are encouraged to wear closed toed shoes throughout their school day. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. For safety reasons, children may not be allowed to ride tricycles or use certain climbing equipment if they do not have appropriate footwear. We understand that some children are uncooperative about footwear in the mornings. If this is the case, please pack appropriate shoes and socks so that the teachers can have your child change when needed.

Children are required to have one seasonably and size appropriate complete change of clothing at the preschool at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, and gloves. The preschool is not responsible for lost or damaged items of clothing.

FIELD TRIPS AND WATER PLAY

Field Trips.

The children enrolled in Kinney Avenue Christian Preschool will not participate in field trips throughout the school year.

Water Play.

During summer months, water play will be allowed which includes sprinklers, splash tables, spray bottles, and other creative ways to stay wet. At no time do we allow wading pools that the children would be immersed in. At the beginning of each summer teachers will announce, through their monthly classroom newsletters or additional memos in children's folders, their class water day schedules.

PARENT PARTICIPATION / VOLUNTEERS

Parents may visit the preschool at any time during the day, either to participate in an activity or simply to observe. Since routines are a critical part of the day for young children and transitions are sometimes difficult, we do ask that you take consideration of routines such as mealtimes and naptime, in addition to transitions such as separation from parents and departure rituals when planning to visit your child during the school day.

We welcome room parents for each classroom. Big parts of the room parents' responsibilities involve coordinating teacher appreciation, such as birthdays and holidays. Depending upon the age-group, room parents may also help with school-wide special events, class parties, and or other things to help the teacher. Room parents are encouraged to act as a coordinator, rather than trying to do it all him/herself!

All parents may set up a meeting to speak with the director to review or discuss any questions or concerns. She is always willing to discuss policy or help resolve concerns about your child. She cannot discuss any other child's behavior, health, or family.

Social Media.

The preschool respects the right of the families of the children in our care to use social media. However, because of the public nature of these sites, we request that you help us protect the safety and identity of children in our care by using good judgment and discretion online. Please do not:

- Disclose confidential or proprietary information about the preschool employees, the children in our care or their families, or the preschool in general including financial, health, or contact information.
 - Post photographs or videos of the preschool employees, the children in our care (who are not your own) or their families to your social media site (and any sites that you contribute to) without prior written permission. This includes classroom activities, parties, field trips, graduation, etc.
-

HEALTH AND SAFETY

Pre-Enrollment Requirements.

Parents are required to update all health and immunization related information at least quarterly, or as needed. Information is kept confidential and is only shared on a “need to know” basis. Classroom teachers are always given copies of emergency contacts, emergency releases, and allergy information.

All children are required to have a health statement signed by a licensed medical professional, in order to attend Kinney Avenue Christian Preschool. The health statement, indicating the child’s fitness to attend the preschool, must be completed by a licensed healthcare professional and returned to the preschool within the first 2 weeks of enrollment.

Vision and Hearing Screening.

All children who are 4-years-old by September 1st of the school year must provide documentation, signed and dated by the physician, of vision and hearing screening within 90 days of the beginning of the school year. If the child refuses to cooperate with the test, the physician must provide documentation to that effect.

Children with Severe Allergies.

For the safety of your child, parents are required to provide a signed statement, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be signed by the child’s physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

Oral Health.

KACP supports oral health by including the following oral health topics in our curriculum:

- Eating healthy foods
- Brushing teeth with fluoride toothpaste
- Visiting a dental office or clinic
- Preventing oral injury, for example, by wearing a helmet when riding a tricycle or scooter

To help promote good oral health, KACP celebrates National Dental Awareness month in February of each year. During this time, we connect our lesson plans and activities with dental health; teaching children the importance of good dental hygiene. If availability allows, we also invite a local dental hygienist to come to our school and give a presentation on good oral health, and end the presentation by giving the children a take home bag with a free toothbrush, toothpaste and dental floss. We also provide parents with helpful resources from our local pediatric dental offices in the area that promote oral health in children. Parents can also visit the following links for more detailed information regarding their child's oral health:

"Brushing Up on Oral Health: Never Too Early to Start" (American Academy of Pediatrics)

<http://www.healthychildren.org/English/healthy-living/oral-health/Pages/Brushing-Up-on-Oral-Health-Never-Too-Early-to-Start.aspx>

"Taking Care of Your Teeth" (KidsHealth® from Nemours)

http://kidshealth.org/kid/stay_healthy/body/teeth_care.html#

"Dental Caries (Tooth Decay) in Children (Age 2 to 11)" (National Institute of Dental and Craniofacial Research)

<http://www.nidcr.nih.gov/DataStatistics/FindDataByTopic/DentalCaries/DentalCariesChildren2to11.htm>

Farm-to-Early Care and Education.

KACP supports and encourages farm to early care (farm to table) education. Teachers create a lesson plan based on nutrition and health habits each school year, and include realistic opportunities to practice these good practices. Activities include planting vegetable and herb seeds as a class in our outdoor garden boxes, taking care of and watering the plants each day, and taking note of the plant development. We also promote healthy eating by having activities that include tasting different fruits and vegetables. Discussion topics with the children include where fresh food comes from (our farms, farmers markets, etc.), and the benefits of healthy eating. Families can also gain helpful information about our local farmers markets in Austin from the following links:

<https://sustainablefoodcenter.org/farmers-market>

<https://bartoncreekfarmersmarket.org/>

<https://www.austintexas.org/austin-insider-blog/post/austin-farmers-markets/>

Health Benefits and Resources for Our Families.

KACP believes each family and child should have access to free information regarding health benefits and resources within our local community. To help achieve this goal, we offer the following links that provide education and guidance on obtaining health coverage for medical, dental, vision, and life insurance.

Stateside Insurance Services- Provides education and guidance on the different types of health coverage and life insurance

<https://texasplans.com/>

BlueCross and BlueShield- Provides quoting options for a variety of medical coverage options and contact information for this insurance carrier.

https://www.bcbstx.com/throughitall/en/LP10.html?source=TXGVRD711&WT.mc_id=TXGVRD711&creativetype=TXGeneralOnlineTX22EGNBTX&creativeLP=20222&gclid=Cj0KCQiAgribBhDkARIsAASA5bscp9Vq5Vum4FpNk-iyrlIsb-ru0q_FHGVwFTjbcKoca6bEzyGjCh0aAkIREALw_wcB#LP10

Metlife- Provides a variety of coverage options for dental and vision plans that fit all family levels. Metlife also provides a helpful tool in finding local dentists and optometrists in their specific community/location.

<https://www.metlife.com/HST/dental-and-vision/>

Children with special needs and/or accommodations.

KACP supports families and children who may need additional accommodations based on special needs/differing abilities. For those children that become overstimulated by loud noises/sounds, we can provide noise-canceling headphones specifically made for children, that can be worn during periods of the day that may result in higher levels of sound. We also have different sensory objects/materials that can help children who may need sensory driven help or assistance during specific activities like center time, circle time, nap time, etc. Each KACP classroom also provides a “quiet space” within the room that may help children with differing abilities and those that may need additional space during their school day.

Communicable Diseases.

The preschool follows all health/communicable disease policies as outlined by the American Academy of Pediatrics and Texas Child Care Licensing. KACP has provided a resource that we follow for communicable diseases, please see below.

Illness	Criteria for return to center
Influenza/Flu (including H1N1 and H5N1) accompanied with fever	Child's fever and signs of fever must be resolved for 24 hours without the use of fever-reducing medications
Lyme Disease (or other tick-borne diseases) accompanied by fever	When fever is no longer present
Measles	Health Care Provider clearance required
Meningitis (bacterial or viral)	Health Care Provider clearance required
Mononucleosis accompanied by fever and/or behavior change	When fever is no longer present
MRSA (Methicillin-Resistant Staphylococcus Aureus)	Health Care Provider clearance required
Mumps	Health Care Provider clearance required
Pertussis (whooping cough)	Health Care Provider clearance required
Pneumonia if accompanied by fever, severe coughing, rapid breathing, or behavior change	When symptoms are no longer present
Ringworm (Tinea)	After treatment has been started
Roseola (Human Herpesvirus 6) accompanied by fever	When fever is no longer present
Rubella	Health Care Provider clearance required
Salmonella	Health Care Provider clearance required

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Scabies	After treatment has been completed
Shigella	Health Care Provider clearance required
Strep Throat or other streptococcal infection	24 hours after initial antibiotic treatment and when fever is no longer present
Tuberculosis	Health Care Provider clearance required
Vomiting more than two times in a 24-hour period or accompanied by fever, green or bloody vomit, no urine output in eight hours, recent history of head injury or looks/acts very ill	When symptoms are no longer present
Abdominal pain which is persistent and continues two or more hours	When symptoms are no longer present

Boil, abscess or cellulitis	When lesion(s) are covered and drainage is contained in covering/bandage
Chicken Pox/Varicella	When all sores have dried and crusted, usually after six days
Conjunctivitis (eye discharge) or pink eye accompanied by a fever, behavioral changes, or a recommendation for exclusion from the health department	When fever or behavior changes are no longer present and symptoms of red, watery eyes are resolved
Coughing (severe including Croup)	When symptoms are no longer present
Cytomegalovirus accompanied by fever	When fever has been resolved
Diarrhea - including conditions with diarrhea symptoms (campylobacter, Yersina, Giardiasis, Rotavirus)	When stool of diapered children is contained by the diaper, even if the stools remain loose, and when toilet-trained children do not have toileting accidents OR when stool frequency has reduced to fewer than two stools above normal for that child, even if stools remain loose
Diarrhea if bloody or caused by Cryptosporidium	Health Care Provider clearance required

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Diphtheria	Health Care Provider clearance required
E-coli	Health Care Provider and Public Health Authority clearance required
Fever greater than 100 (armpit or ear) accompanied by signs or symptoms of illness or behavior change (We will follow state licensing and health department requirements if fever is defined differently)	When fever is below 100 (armpit or ear) without the use of fever-reducing medicines
Fifth Disease (Human Parvovirus) accompanied by fever or the child has an underlying blood disorder, such as sickle cell disease, or compromised immune system; children with these conditions may shed large amounts of virus and may appear ill	When symptoms are no longer present
Hand-Foot-and Mouth Disease (Coxsackievirus) accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores
Head Lice/Nits or other infestation	When all signs of lice/nits or other infestations are absent a period of 24 hours
Hepatitis A Virus	Health Care Provider clearance required
Hepatitis B virus	Health Care Provider clearance required and skin lesions, if any are dry or able to be completely covered by a bandage
Herpes Simplex accompanied by mouth ulcers or blisters and no control of drooling or fever or behavior change	When the child has stopped drooling and does not have exposed open sores
Human Immunodeficiency Virus (HIV/AIDS)	Health Care Provider clearance required and skin lesions, if any, are dry or able to be completely covered by a bandage
Impetigo	When 24 hours have passed since topical, oral, or other systemic antibiotics were started, if the sores can be kept clean and dry and if they can be completely covered

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Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick his or her child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Kinney Avenue Christian Preschool reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

COVID Preventative Measures: Kinney Avenue Christian Preschool has put in place preventative measures to reduce the spread of COVID-19 until our community has proven to have herd immunity and/or cases have decreased significantly enough to lift these preventative measures. If a child or someone in their household tests positive for COVID, the child will not be able to return to KACP until the 6th day from the original test date. Kinney Avenue Christian Preschool holds the right to require COVID testing at any time, regardless of CDC guidelines/updates.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever-reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more as taken under the arm.

Children are also required to be excluded from the program for loose bowels/diarrhea or vomiting, which occur **three or more times in a 24 hours period**. Children may return to the program **after 24 hours** with a normal bowel. If a child is experiencing any of the above symptoms, he/she will not be permitted back at KACP for **48 hours**.

If your child will be absent due to illness, we request that you notify the preschool. This enables our faculty to keep track of any illnesses, which may occur at our school. This

information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the preschool, so that the parents of the other children in the preschool may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Kinney Avenue Christian Preschool will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

At this time, we do not require members of our staff to receive immunizations.

Biting.

Children sometimes bite other children. Although not all toddlers bite, biting is considered a normal stage in a child’s development. Children may bite for a variety of reasons, rarely with the intent to hurt another child. Karen Miller, author of *Things to Do with Toddlers and Twos*, suggests toddlers may bite for any of the following reasons:

- **Teething:** Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain for a moment.
- **Sensory Exploration:** Toddlers are very good at using all of their senses to learn about the world. The “oral mode,” an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
- **Cause and Effect:** Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- **Self-Assertion:** This is probably the most common reason toddlers bite. It is a way to express frustration when they do not yet have the language skills to do so.

Our staff takes action to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect and offering toddler’s options and alternatives to reduce frustrations.

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When a child receives a bite, that child is immediately comforted and the bite is washed with soap and a Band-Aid applied if the skin is broken. The teacher says firmly, "It is not okay to bite. Biting hurts very much." If possible, the teacher will try to encourage the bitten child to express his/her feelings. "It hurts" or "Don't bite me" are sentences teachers will model for the child to repeat. The teacher redirects the child to another area of the classroom.

Consistent with the Kinney Avenue Christian Preschool policy, parents are not told the name of the child who bit their child. Parents of the biter are informed and work together with the teachers in hopes of preventing further incidents of biting. We recognize how upset parents may be when they learn their child received a bite; however, we also recognize that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they are bound to occur. Our program does not dismiss children because of biting alone.

Please feel free to ask the staff any questions about toddlers and biting. Parents should understand and take comfort in knowing that biting is a normal stage in the course of a child's development and, like all stages, he/she will quickly outgrow it.

For more information on biting, parents may want to read *Things to Do with Toddlers and Twos* by Karen Miller.

Dispensing of Medication.

Kinney Avenue Christian Preschool will only dispense over-the-counter and/or prescription medication that is in original, labeled containers. For over-the-counter medications that state "See medical professional" or similar phrasing, we cannot legally administer the medication without a doctor's note containing the child's name, medication name, dosage, and exact dates of administration.

Parents are required to complete a Medication Form the first day that medication is to be dispensed. The child's teacher can give Medication. Medication Forms, doctor's notes and medication are to be turned into the teacher. Medications will be stored in appropriate places and refrigerated if necessary. **It is not safe to keep medications in a child's cubby or bag.**

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Parents and teachers are not allowed to administer any kind of vitamins or medications by adding them to the child's bottle, cup, or thermos.

Fire Drills.

Kinney Avenue Christian Preschool conducts monthly fire drills and quarterly emergency evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

Alternate Safe Location.

Should the administration of Kinney Avenue Christian Preschool or any emergency services personnel determine that the building that houses the preschool to be too dangerous to be occupied, the staff and children will be taken to Barton Hills Assisted Living Center located across the street from the Church. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

Medical Emergencies.

In case of critical illness or injury during school hours, appropriate first aid or CPR will be given immediately and the appropriate emergency personnel will be contacted. Parents will also be notified immediately.

Surgery.

Children may not attend school the same day that they have surgery. Young children recover quickly, but there is always a risk of reactions to anesthetics. The preschool does not have the materials or staff to react to such emergencies.

SIDS Prevention.

In accordance with commonly recognized SIDS prevention techniques and TDPRS requirements, we put all infants under one year of age to sleep on their backs. We will only make exceptions if you provide us with documentation from your pediatrician.

In accordance with best practices and the law, children must sleep in a “naked crib”; they may only have a flat, firm fitting crib mattress and a well-fitting crib sheet. Nothing else may be in or on the crib. If children need to have a wedge put under the mattress, the pediatrician must provide formal documentation and a waiver has to be granted by Child Care Licensing.

Incident/Accident Reports.

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will require a parent signature as well as the Director’s signature and will be put in the child’s backpack.

Food Policy.

Kinney Avenue Christian Preschool does not provide or prepare any meals. Parents are responsible for supplying their child’s snacks and lunch each day.

The children eat together at lunchtime. The teacher sits with the children to model table manners and converse with the children. Children are encouraged to get their own lunch boxes, open containers, and eat independently, as they are ready. Older infants and toddlers use sippy cups at lunch. Children transition to a regular cup, as they are ready; for most children, this is the spring before they move to a two-year-old class.

Nutrition Policy.

We are committed to good nutrition as an integral part of the early childhood experience. Not only do children benefit physically, but they are also learning the principles of good nutrition. Additional resources regarding nutrition can be found within the following links:

<https://classroom.kidshealth.org>

<https://healthykidshealthyfuture.org/family-child-care-resources/>

The following is a guideline to help assist you in planning a healthy lunch for your child. However, parents are responsible for the nutritional value of the meals they provide. These patterns are from the USDA Child and Adult Care Food Program. You may access the complete USDA CACFP meal pattern packet online at

<https://www.fns.usda.gov/tn/team-nutrition>.

Infant Meal Patterns

	<u>Lunch or Supper</u>	<u>Snack</u>
Birth through 3 months	4-6 fl. Oz. breast milk or formula	4-6 fl. Oz. breast milk or formula
4 months through 7 months	4-8 fl. Oz. breast milk or formula 0-3 Tbsp. infant cereal 0-3 Tbsp. fruit and/or vegetable	4-6 fl. Oz. breast milk or formula
8 months through 11 months	6-8 fl. Oz. breast milk or formula 2-4 Tbsp. infant cereal; and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½-2 oz. cheese; or 1-4 oz. cottage cheese, cheese food, or cheese spread	2-4 fl. Oz. breast milk or formula or fruit juice 0-1/2 slice bread or 0-2 crackers

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	1-4 Tbsp. fruit and/or vegetable	
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Toddler & Preschool Lunch or Supper Meal Patterns

<u>Components</u>	<u>Ages 1-2</u>	<u>Ages 3-5</u>
Milk, fluid	½ cup	¾ cup
Meat and Meat Alternative:		
Lean meat	1 oz.	1 ½ oz.
Cheese	1 oz. slice	1 ½ oz.
Eggs	½	¾
Beans/Peas	¼ cup	3/8 cup
Nut Butters	2 Tbsp.	3 Tbsp.
Yogurt	4 oz.	6 oz.
Vegetables & Fruit	¼ cup total	½ cup total
Bread and Bread Alternative:		
Bread	½ slice	½ slice
Cereal/Grain	¼ cup	¼ cup
Pasta/Noodles	¼ cup	¼ cup

All age groups:

All food items must be labeled with your child's name. Kinney Avenue Christian Preschool does not permit children to share or exchange food items.

All food from home should be kept in a labeled lunch box with an ice pack to keep food cold. Milk from home will be kept in a refrigerator and will be given to the child during their lunch time. KACP follows CDC guidelines regarding temperatures that are required to prevent foods and liquids from spoiling. Additional information about food safety can be found at <https://www.foodsafety.gov/>.

All liquids and foods hotter than 110 degrees F will be kept out of reach from children.

Parents are required to provide written notification of any food/dietary restrictions (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

KACP staff are educated on food allergies and take precautions to protect children.

Kinney Avenue Christian Preschool never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons. Nor will food be used to reward good behavior, as this sends an unhealthy message about the role of food in our lives.

Teachers can use food for classroom lessons.

Infant Classroom:

Children enrolled in the Infant classroom must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child will not run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Parents are required to complete a feeding schedule for their child on a monthly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding.

Breastfeeding mothers are welcome to come to the preschool during the day to feed their child. Please discuss your desire to come to the preschool to breastfeed your child with the classroom teacher. We also have private rooms available next to the church office for breastfeeding mothers as well. Additional resources can be found within the following link:

<https://www.womenshealth.gov/breastfeeding/breastfeeding-resources>

Toddler and Preschool Classrooms:

Kinney Avenue Christian Preschool does not allow candy bars or candy treats such as Skittles, Starbursts or gum, in a child's lunch. We are also not allowed to serve any beverages other than water, milk, and 100% juice in your child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

Kinney Avenue Christian Preschool does not allow any food items in glass containers (except Baby food in the infant classroom), as well as aluminum cans. These can be safety hazards for the children and staff.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

Physical Activity:

Kinney Avenue Christian Preschool promotes physical play and believes strongly that this is a crucial part of a child's gross motor development. Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle movement by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space. Kinney Avenue Christian Preschool practices physical outdoor play every day that weather permits. Children 18 months and older get between 45-60 minutes of outdoor play each day. If the temperature is below 45 degrees or above 100 degrees, we will practice indoor play in our fellowship hall area. Our infant outdoor play time varies based on the child's schedule because of their nap and feeding schedule.

Gang-Free Zone / Firearms and Weapons:

Any area within 1000 feet of the preschool is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

At no time is any person permitted to carry any type of firearm, ammunition, and/or weapon on Kinney Avenue Christian Preschool property for any reason. Violation of this policy will result in immediate dismissal from the program.

POLICY CHANGES

The Kinney Avenue Christian Preschool reserves the right, at its sole discretion, to change any policies through written communication with families. Due to the high cost of postage, most communication is emailed directly to parents or passed out “in-house” and distributed in the children’s backpacks on a daily basis. Parents are responsible for gathering information and making sure that it is shared within each family regardless of who picks up the child on any particular day.

PRESCHOOL INFORMATION

Director

Tia Botello

Assistant Director

Patricia Leslie

Mailing Address

1801 Kinney Avenue

Austin, TX 78704

Phone

(512) 442-6719

E-mail:

tiabotello@gmail.com
