



# Kinder Kampus Preschool and Child Care

A ministry of....



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## **Welcome**

This pamphlet is to help answer some commonly asked questions that occur during the year. Our staff values direct personal contact with parents, so please feel free to share concerns and to make suggestions. Together we can work to support a nurturing environment for your child.

## **Mission Statement**

Our goal at Kinder Kampus is to provide a quality Christian preschool and child care program in a safe, loving atmosphere that nurtures creative exploration and develops a sense of community and respect for one's self and for others.



## **Non-Discrimination Policy**

Kinder Kampus Preschool and Child Care welcomes students 2 ½ years – 12 years old of any race, color, or national origin to all the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of creed, religion, sex or handicap in administration of its educational policies and other school administered programs.

## Philosophy of the Child

### Christian Environment

“Jesus increased in wisdom and stature and in favor with God and man.” (Luke 2:52)

Jesus grew mentally (wisdom), physically (stature), spiritually (in favor with God), and socially (in favor with man). At Kinder Kampus we provide for the child’s growth in all these areas. We feel that this is best accomplished in an environment where God is known as a person who is interested in us, and everything we do.

**“Train up a child in the way he should go; and when he is old, he will not depart from it.” (Proverbs 22:6)**

### Self Esteem

It is our desire to help each child grow in his/her understanding of self-worth. The way a child views him/herself affects every area of his/her development. The Bible makes it clear that every person is unique and valuable to God. It is our goal to work in conjunction with the parents to communicate to each child their self-worth through:

- The attention given to them throughout each day,
- The confidence we show in their ability to do things by themselves,
- The respect we show them, by listening to what they have to say,
- Taking them aside when correction is needed,
- Encouraging them when they are unable to accomplish a task.
- Not discussing them in front of other children and parents.

## **Curriculum**

Each child has four main areas of development (Spiritual, Social and Emotional, Cognitive, and Physical). We endeavor to provide activities and experiences to help each child grow in each of these areas.

### *Spiritual Development*

The children learn about God's love for him/her, the value God places on each person, and the application of Biblical principles (giving, loving, forgiving, respect, etc.) through daily Bible story times, weekly chapels, prayers at meal times, and the celebration of Jesus' birth (Christmas) and resurrection (Easter).

### *Social and Emotional Development*

The children grow in their development of their self-esteem, relationships with peers and adults, caring for others, showing of emotions, and respect of others through interaction with the staff and their peers.

### *Cognitive Development*

The children grow in the awareness of and gain a healthy curiosity of the world around them through regular experiences with activities in math, reading, writing, music, dramatic play, art, science, etc. They will grow in their pre-reading, math, and writing in preparation for Kindergarten.

### *Physical Development*

The children will develop their large muscle skills through of games, ball activities, tricycles, climbing equipment, field trips to local parks, etc.

## **Operating Hours and Days – 2009 SCHEDULE ATTACHED**

Kinder Kampus is open Monday – Friday, 6:30 am – 6 pm

We are closed the following days:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after (Thursday and Friday) Christmas Break (Dates to be determined) Summer In-Service Day (Date to be determined) Fall In-Service Day (Date to be determined)

## **Classes Available**

Kinder Kampus offers preschool and school age care for children ages 2 ½ years – 12 year olds. We have preschool only care, full-time child care (includes preschool) or before and after school care. During school breaks, we offer all day care for children grades Kindergarten through Grade 6 (or 12 years old).

## **Before and After School Care**

Kinder Kampus provides transportation to a limited number of local public elementary schools in our area. Please contact the Kinder Kampus office for a list of these schools. Kinder Kampus will accept children off of school transportation buses if the child is dropped off at the entrance to Kinder Kampus Arrangements need to be made with the Kinder Kampus office.

## **Registration**

Each new student must have a completed registration packet including emergency contact information and immunization as well as a paid registration fee prior to the child's first day of attendance at Kinder Kampus. For returning students, an annual registration fee of \$65 is due on the child's enrollment date. In addition, the child's registration packet must be updated.

## **Daily Program**

6:30	AM	Kinder Kampus opens – Free play
7:30	AM	Breakfast
8:30	AM	Breakfast continues
9:00	AM	Gym or outdoor play
9:30	AM	Morning snack
10:00	AM	Preschool classes resume – Thematic based curriculum, stories, science, math, art, Bible stories, music, and outdoor play)
12:00	PM	Lunch
12:30	PM	Outdoor/Gym play
1:00	PM	Naptime
2:00	PM	Quiet time (non-napping children)
3:00	PM	Wake up from nap
3:15	PM	Afternoon snack
3:30	PM	Afternoon activities – Outdoor / Gym play, arts and crafts, free choice activities
6:00	PM	Kinder Kampus closes



## **Fee Schedule (as of April 2006)**

Fees will be reviewed on a yearly basis

Yearly Registration Fee (non-refundable)	\$65.00 (per child)
Full-time (4-5 full days per week)	\$798.00 (one child) \$1440.00 (2 children)
Daily Full-time Rate (more than 4 hours)	\$54.00 (per child)
Daily Preschool plus rate (9:00 to 1:00, includes lunch)	\$36.00 (per child)
Daily Before & After School Rate	\$24.00 (per child)
Daily Drop in fee (as space is available & must pre-pay)	\$54.00 (per child)
Late Pick-up Fee (per minute past 6 pm)	\$2.00 (per child)
Late Payment Fee	\$25.00

### **Monthly Payments**

**Monthly payments are due on or before the 5<sup>th</sup> of each month.**

*Payments received after the 5<sup>th</sup> will result in a \$25.00 late fee.*

### **Bi-Monthly Payments**

**If you elect to make payments bi-monthly, payments are due on or before the 5<sup>th</sup> and 20<sup>th</sup> of each month.**

*Payments received after the 5<sup>th</sup> & 20<sup>th</sup> will result in a \$25.00 late fee for each payment.*

Make checks payable to Kinder Kampus. If fees are not paid in a timely fashion, it may result in your child's exclusion from Kinder Kampus until full payment has been made. Refunds will not be given unless your child is asked to leave Kinder Kampus or if an extended absence is due to illness. Please notify the Director of any vacation plans or illness. Unreported absences longer than 10 days may be subject to a re-enrollment fee of \$65.00 and limited to space available.

Kinder Kampus accepts a limited amount of DSHS subsidized children.

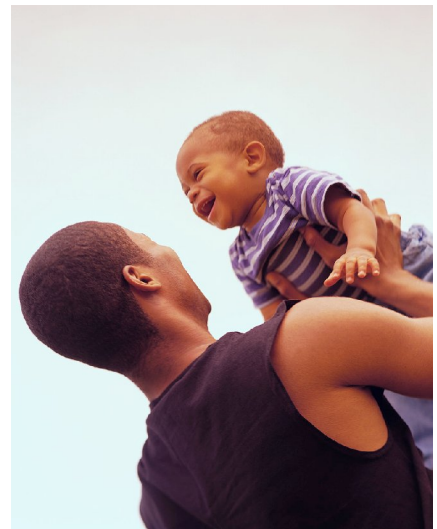
## **Meals**

Kinder Kampus provides breakfast, lunch and 2 snacks. We prepare all our meals on site. If your child brings his/her own food, it will need to stay in the kitchen until scheduled meal times. Please place the meal in a sack or lunch box and label with your child's name. A schedule of meals/snacks being served at Kinder Kampus is posted on the parent bulletin board.

## **Daily Drop-off / Pick-up Policy**

An adult listed on the Registration Form must sign the child in and out with a complete signature and time of day (at the entrance counter). School age children will also be signed in and out by the Kinder Kampus staff member who transports them to/from their school or delivers them and receives them off their bus.

An adult must bring the child to his/her class. If someone other than those listed on the Enrollment Form, will be picking up the child, Kinder Kampus must be notified in writing by the parent. Identification will be required.



## **Health Policies**

Kinder Kampus is required by law to have a completed and up-to-date immunization form (signed and dated by parent) in each child's folder.

Parents should notify Kinder Kampus of any pre-existing illness or life-threatening medical condition the child has that would affect his/her school life. **An emergency plan must be on file at Kinder Kampus.**

## **Medications**

Kinder Kampus may administer the following medicines **only when a completed Medication Consent Form has been signed and dated by the parent and the medicine is in its original container, with manufacturer's dosages printed on it.**

Antihistamines (Benadryl)

Non-Alcoholic Cough Medicine (Robitussin, Triaminic)

Decongestant (Dimetapp, Pediacare, Robitussin)

Anti-itch Cream / Ointment (Caladryl, Delacort)

Diaper Ointments / Non-talc Powders (A & D, Desitin)

Sun Screen

**Medication can only be administered within the dates stated on the Medication Consent Form and no longer than what is stated (by the manufacturer) on the medication itself.**

All medications must be clearly labeled with child's first and last name.

Any un-used medicine will be returned to the parent.

## **Illness Policy**

According to state guidelines Kinder Kampus is required to exclude a child from the program with any of the following symptoms:

- Diarrhea (3 or more watery stools or one bloody stool with 24 hours)
- Vomiting (2 or more times with in 24 hours)
- Open or oozing sores, unless properly covered with cloths or bandages
- Suspected communicable skin infection such as impetigo, pinkeye, and scabies.
- Lice or nits
- 100 degree fever or higher and who also has one of the following:

Earache

Headache

Sore throat

Rash

Fatigue that prevents participation in regular activities



Children who have a reportable disease may not be admitted to Kinder Kampus unless approved by the local health authority.

## **Emergency Policy**

Minor injuries will be treated by Kinder Kampus staff trained in First Aid. An accident report form will be filled out and given to the parent, with a copy kept in the child's file. For any injury that may require medical attention, the parent (or emergency contact person if parent is not available) will be called. If no one can be reached, then a decision will be made if the child needs to go to emergency.

## **Clothing**

Each child must have an extra set of clothing (including underwear and socks) to keep at Kinder Kampus for unexpected accidents or spills. Each piece of clothing should be marked with your child's name. Please dress your child appropriately for the weather. Kinder Kampus staff plans to have your child outside every day, weather permitting. For modesty, girls should wear short pants or tights under their dresses and skirts.

## **Show and Tell**

Kinder Kampus encourages children to bring in theme-related items (book, toy, picture, etc.) on their designated Show and Tell day. (NO WEAPONS, PLEASE) Place the item in a sack and label with the child's name.

***All other toys, books, blankets and stuffed animals should stay at home, unless special arrangements are made with the Director and staff.*** If an item needs to come to school, please label it with the child's name to reduce the chances of it being lost.

## **Nap Time**

Kinder Kampus is required by state licensing guidelines to offer a rest period to all children. Kinder Kampus provides a resting cot, sheet, blanket and pillow for each child. These will be cleaned on a weekly basis.

## **Diapering and Toilet Training**

Parents will need to supply diapers and baby wipes for their child in diapers. The teacher will inform the parent when a child's diaper and baby wipe supplies are running low. When a child is ready for toilet training, a routine will be established between the parent and staff.

## **Transportation Policy**

Kinder Kampus only provides transportation for class fieldtrips and for school-age children (to a limited number of local public schools). Students will be transported in Kinder Kampus/Calvary Christian Assembly vehicles by Kinder Kampus staff with Washington State Driver's License. All passengers and the driver are required to wear seat belts any time the vehicle is in motion.



## **Field Trips**

Fieldtrips (with location and date) are posted on the parent bulletin board on a monthly basis. A Field Trip permission slip must be filled out by the parent ahead of time for each field trip. If this form is not signed, or a parent does not want his/her child to participate on a field trip, the child will be kept at Kinder Kampus and placed in another class until his/her class returns.

## **Visiting Kinder Kampus**

Parents are welcome to visit Kinder Kampus any time. We do ask that you observe only and do not interrupt while a staff member is teaching. We encourage parental involvement. Please contact the director if you are interested in volunteering in your child's classroom.

## **Birthdays**

To celebrate your child's birthday, you are encouraged to bring a treat to share with your child's class. Check with the teacher for the number of children in the class. If you are planning a private birthday party, please mail the invitations to classmates. If the entire class is invited, you may attach an invitation to each of their sign-in/out sheets.

## **Snow Policy**

Kinder Kampus will close if **Seattle Public schools** are **closed**. The decision to close will be made by 5:30 a.m. Listen to KIRO-AM 710 radio or watch your local news for school closure reports. If weather conditions deteriorate during a school day, Kinder Kampus may close early. Parents will be called and asked to pick up their child as soon as possible.

## **Behavior Management Policy**

When the need for behavior management arises, our goal is to promote a child's developmentally appropriate social behavior, self-control, and respect for the rights of others. Behavior management will be based on each child's needs and stage of development. It will be fair, reasonable, consistent and related to the child's behavior. Cruel, unusual, hazardous, frightening, or humiliating discipline such as the use of corporal punishment, verbal abuse or harmful physical restraint is prohibited.



## **Child Abuse Reporting Law**

All Kinder Kampus staff is required by Washington State Law to protect and report immediately to Child Protective Services any suspected instance of physical, sexual or emotional child abuse, child neglect, child endangerment or child exploitation. If there is immediate danger to a child, local police will be called.