

PARENT HANDBOOK



**King of Kings Lutheran Church
Early Childhood Education Ministry
Nationally Accredited Preschool & Kindergarten
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WELCOME

In the name of Christ Jesus, we welcome you to King of Kings Lutheran Early Childhood Education Ministries. We pray that God will bless our time together with love, joy, and understanding.

This handbook contains information that will be important to you and your child. Please read it carefully, and feel free to contact the office with questions.

MISSION STATEMENT

Through a Christian environment we educate and nurture children so that they remain life-long faithful followers of Jesus and use their God-given abilities wherever He calls them.

PHILOSOPHY

- Every child has been uniquely created by God and is included in His plan of salvation. God has accepted the victory of His Son Jesus over sin, and desires that all children receive this victory through faith and be adopted as His very own children. “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.” Mark 10:14
- God has entrusted parents with the responsibility of guiding their children to a faith relationship which is constantly growing and is lived out according to His purpose. “Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6
- God has also called His church to assist parents by providing multiple Christ-centered opportunities that lead children to faith, that enable children to grow in their faith and share their faith.
- We are privileged to provide a Christian educational environment which assists parents in fostering their children’s spiritual, social, emotional, cognitive, and physical development through play and through creative hands-on experience.
- We believe that daily prayer is important.
- We believe in the value of diversity, which challenges students to recognize and respect the beliefs and customs of all people.
- We believe in every student’s capacity to achieve and that instruction should be differentiated to address individual learning styles.
- We believe in teaching and cultivating the self-discipline skills that allow one to act with responsibility and integrity within society.
- We believe in the integration of Christian truths and values through example, service, openness, and optimism.

OBJECTIVES

King of Kings Early Childhood Education Ministries strives to teach children how to live in grace, knowing that Christ is their Lord and Savior. We encourage students to identify, trust and have faith in the power of Christ's love in their lives. Teachers seek to inspire children to recognize and use their God-given gifts and will reinforce their positive behaviors and thoughtfully made decisions, which are representative of God's people in society. King of Kings Early Childhood Education Ministries is vitally concerned with all the needs of the child: spiritual, intellectual, and social-emotional. Methods of instruction and nurturing are developmentally appropriate and adjusted, when possible, for individual differences.

- A. In developing spiritual potential, King of Kings Early Childhood Education Ministries guides each child to:
 - recognize himself as a child of God
 - develop an understanding of God and His love
 - respond to God's love through regular attendance at worship services and Sunday school
 - provide an introduction of Jesus for those who know nothing about Him

- B. In developing intellectual potential, King of Kings Early Childhood Education Ministries guides each child to:
 - develop creativity and thinking skills
 - gain knowledge through exposure to our prescribed curriculum
 - explore, appreciate, and respect God's creation

- C. In developing social-emotional potential, King of Kings Early Childhood Education Ministries guides each child to:
 - acquire a positive self-image
 - understand and accept personal responsibility
 - establish caring relationships by recognizing the rights, privileges, and individual differences of all people
 - acquire respect for authority both at home and school
 - communicate openly with the classroom teacher

A mutually cooperative relationship between parents and teachers is important in order to accomplish the objectives of a Christian education. By working together toward the same goals, we can provide the best education for our children. Toward this end, parental activities include:

- praying for the church and its educational ministries
- supporting school sponsored activities and programs
- regular church and Sunday School attendance
- fulfilling their commitment to the school

WORSHIP LIFE

Worship is a vital part of life at King of Kings Early Childhood Education Ministries. The teachers and director gather weekly to share a brief devotion. In the classroom, prayers are spoken before snacks and at other times of reflection throughout the day.

We hold Chapel services each week to give our students the opportunity to worship our Lord Jesus Christ in a formal setting. These services form an integral part of our religious instruction. Services are designed for young children and are led by the pastor or director. During Chapel we listen to God's Word and worship Christ through music, movement, and prayer. Parents are welcome to attend.

Chapel times are Tuesdays at 9:30AM and 1:00PM and Wednesdays at 9:30AM. Different classes attend at different times. Please see class schedule to learn when your student will attend.

KING OF KINGS LUTHERAN CHURCH WORSHIP SERVICE SCHEDULE

If you are without a church home, we invite you to attend Sunday morning services here at King of Kings Lutheran Church.

8:15AM	Classic Worship Service in Luther Chapel
9:30AM	Christian Education Hour for all ages
11:00AM	CrossConnections Worship Service in Worship Center

During worship services and adult Bible studies, childcare is available in the nursery for children 5 years of age and under.

LICENSURE AND ENROLLMENT

King of Kings Early Preschool and Kindergarten is a licensed educational facility. Our license, issued by the Ohio Department of Job and Family Services, is displayed in the school office and the North school hallway. Any person wishing to see our copy of the Administrative Rules and Laws governing our licensure may do so. Compliance reports from ODJFS and evaluations from the Health, Building, and Fire Departments are available upon request and posted in the school office.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire department, are available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>

King of Kings is an approved childcare program through the Ohio Department of Job and Family Services (ODJFS). ODJFS requires basic enrollment and health information before a child is considered enrolled. To remain in compliance with the State of Ohio, we request that all State-required forms are completed and remain current in order for students to be actively enrolled and attending school; specifically, families will be asked to complete the [Ohio Child Enrollment and Health Form](#) and obtain an [Ohio Child Medical Statement](#). Medical statements are valid for 13 months from the date of the last well-child appointment. The form includes a record of immunizations and screenings, a statement that the child is in suitable condition for group care, and a list of any limitations or health conditions. The form must be signed and dated by the physician/physician's assistant, advanced practice nurse, or certified nurse practitioner that did the exam.

Additional special programs may be offered. All programs offered will follow licensing rules and laws.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing our program are available in the main entrance hallway for review and from the administrative staff upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. The information will not include the name, telephone number, or email of any parent/guardian who requests that his/her name, telephone number, or email not be included.

NON-DISCRIMINATION POLICY

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the American with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. JFS 01237 (Rev. 9/2011). We do not discriminate in the administration of our educational policies, admission policies, or any other school-administered programs

NATIONAL ACCREDITATION

King of Kings Early Preschool and Kindergarten is **nationally accredited** through National Lutheran Schools Accreditation, a rigorous process to identify excellent early childhood centers and plan meaningful ongoing improvement goals. This accreditation process demands high standards for operations, partnerships with families and the church, and teaching practices for all developmental areas of learning. It also encourages innovation to meet the needs of the children and their families.

REGISTRATION PROCEDURE

Priority (Early) Registration begins in January for students continuing in the fall term. Current school families, King of Kings church members, and alumni can take advantage of Priority Registration. Open Registration begins one week after Priority Registration. A child is not officially enrolled until the application forms are completed and the application fee has been paid. Application fees are non-refundable.

If the preferred class is full, families can request to be placed on a waiting list to be admitted to the class once space is available. Students are admitted to the class from the wait list on a first-come, first-served basis. If there's availability, students may be enrolled in an alternate class until the preferred class becomes available.

King of Kings Preschool and Kindergarten admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, financial programs, and other school-administered programs and events.

EXTENDED LEAVES

Enrollment in our school program is based on the expectation that the student will attend the entire year. Please try to schedule vacations during school breaks, such as Christmas break, Spring break, and summer months. If a student must be taken out of the school for more than one month, this is considered an "extended leave". As long as tuition payments are current, the student will be allowed to re-enter the class at the end of the extended leave. If payments are not made, the student is considered to have been withdrawn from the program. Should you decide to return to the program, you will be required to re-apply your student to the program with placement based upon availability.

WITHDRAWING A STUDENT

Families that need to withdraw their children from King of Kings are asked to give at least one month's notice in writing via email to the Director (ecemadmin@koklcms.org). If, for any reason, King of Kings Preschool and Kindergarten determines that our program is not an appropriate fit for the student and the school, we reserve the right to withdraw the student from the program.

TUITION AND FEES

Total tuition for the school year can be paid in full by August 1st. Families who wish to pay monthly are asked to pay one month of tuition as a deposit in August prior to attendance and monthly thereafter, from September – April. The tuition deposit will be applied to the month of May. Families enrolling later in the year who wish to pay monthly should remit one month of tuition prior to attendance and monthly thereafter. Refer to the registration form or online parent portal for details about fees associated with class offerings. Note that each family is required to agree to a defined payment plan or payment in full for the educational services provided. In addition, the parent/guardian signature on the Child Enrollment and Health Information form, Acknowledgement of Policies and Procedures, provides an agreement to all King of Kings Preschool and Kindergarten policies and procedures outlined within this document and any communicated changes and updates to this document.

Payments can be made in the following ways:

- Monthly payments are set up through the school's designated software provider. Parents may choose debit or credit cards to make monthly payments, (ACH payments, Visa or MasterCard). After the initial tuition deposit, monthly payments are made no later than the 5th of each month, September – April.
- Annual tuition payments made prior to August 1st may be made through the designated software provider; cash or checks payable to King of Kings are also accepted for annual tuition.
- Scholarship applications must be submitted and approved prior to students' start date.
- Families experiencing dire financial difficulty should speak with the Director immediately to explore whether alternate payment arrangements are possible.

Fees

- The annual registration fee is \$85 per student not to exceed \$155 for multiple students of the same family. Registration fees are non-refundable.
- A 3% processing fee is added to all payments with the exception of annual tuition payments received by August 1st, which is the equivalent of a 3% discount.
- There is a \$35 fee for insufficient funds and late fees as outlined below.
- Payments are due on the first of each month. There is a 5-day grace period before a late fee of \$35 is assessed. All overdue balances that are carried into the following month will be assessed an additional \$35.
- Student enrollment may be suspended for families with unpaid balances that exceed 30 days.
- Extended day, Drop-In, and any additional class fees that are not part of the students pre-planned invoice may appear on the following month's invoice and should be paid at the beginning of that following month.
- Unscheduled early drop-off or late pick-up may result in a \$15 fee for every 15 minutes of unscheduled additional time outside of the child's normal schedule.

All tuition, class additions, and fees charged for services are:

- Invoiced and paid on a monthly basis and not pro-rated.
- Not refunded in cases of inclement weather, illness, closings or emergencies.

- Refundable upon withdrawal at the discretion of the school administration when payment in full has been previously submitted and a two-week written notice of intent to withdraw is submitted.

PROGRAM INFORMATION

DAYS AND HOURS OF OPERATION

- Monday through Friday 9:00AM-3:00PM
- Extended Care 8:00-9:00AM, 3:00-4:00PM
- Summer Hours for administrative staff: 10:00AM – 2:00PM

CLASS INFORMATION

Name of Class	Age Group
Bright Beginners	2 by Sept. 30, 2024
Early Learners	3 by Sept. 30, 2024
4s & 5s/Kinder-Ready	4 by Sept. 30, 2024
Kindergarten and Kindergarten Plus	5 by Jan. 1, 2025

STAFF/ CHILD RATIOS AND GROUP SIZE

AGES	GROUP NAME	RATIO	MAXIMUM GROUP SIZE
2-3	Bright Beginners	7:1	14 with 2 staff
3-4	Early Learners	12:1	19 with 2 staff
4-5	Kinder Ready	14:1	18 with 2 staff
4 ½ -6	Kindergarten/K Plus	18:1	18 with 2 staff

TRANSITION PLANS

Prospective families typically receive a tour of the building. This is when families become acclimated to our facility, meet staff, and can talk about the programs with the teachers and experience the King of Kings classroom environment.

Beginning of School Year

King of Kings offers the follow opportunities for children and families to orient themselves to the program, staff, classrooms, curriculum, policies and procedures, as well as meet other parents and make supportive community connections.

- For All: Parent Orientation/Meet-the-Teacher at the end of August, Muffins in the Morning, and Donuts with Grown-Ups, as well as several means for communication, visit in-person by appointment, connect by phone, via the King of Kings website, and through electronic communications

One School Year to The Next

Prior to end of the current school year, we schedule conferences with parents to orient them to their child's progress and discuss placement for the next school year. Options within our building are discussed, as well as, recommendations from the teacher. Teachers explain our process for transitioning (orientation, meet the teacher, etc.). Teachers ask for input from parents as to what activities the parents feel would help their child transition smoothly.

Throughout School Year

We provide many activities during our school year program and extra-curricular events to help our families connect with one another and develop a supportive community. See the school calendar for details on these events. The school staff will communicate information for these events to our families throughout the school year.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Weekly Worship and Christian Education on Sundays • Coffee Club, Tuesdays and Wednesdays before Chapel • Muffins in the Morning • Donuts with Grownups • Family Movie Night • Advent +Christmas Worship • Parent-Teacher Conferences • Class Holiday Parties | <ul style="list-style-type: none"> • Christmas Program • Onsite Field Trips • National Lutheran Schools Week • Literacy Week and Book Fairs • Game Night • Lent + Easter Worship • Teacher Appreciation • Community Outreach Projects and Events + Volunteer Service Events |
|---|---|

End of School Year

- End of year conferences, as needed
- End of year closing programs
- End of year all-school picnic or similar celebration
- Evaluative forms sent to us by receiving schools are completed by our teachers

Moving from One Class to Another Mid-Year or Leaving the School Mid-Year

We typically do not have students move in or out of a program mid-year or transition from one class to another mid-year. However, if a child leaves the school during the school year, classmates have an opportunity to say good-bye by way of communication with in the classroom (classroom party, allocated time to spend explaining and saying goodbye, writing letters, creating art, or cards to send the student. If requested, the family is given a certificate of attendance for the receiving school as well as copies of important items and assessment tools from the child's portfolio. The teacher asks for input from the parents about what might help their child make the transition more easily.

Transition into Kindergarten

- Kindergarten Open House
- Parents of children attending Kindergarten in the fall receive kindergarten readiness information from the teachers
- Our current Kinder Ready students visit the Kindergarten classroom and take part in a portion of their school day.
- Kindergarten readiness is discussed between parent and teacher at the final conference

Transition out of Kindergarten

- Our Kindergarten teacher offers tutoring in reading over the summer for students moving into and out of Kindergarten to help make sure they are ready for Kindergarten or Grade 1.
- Our Kindergarten teacher discusses the expectations of grade 1 with the students and parents.
- Grade 1 readiness is discussed between the parents and teacher at parent-conferences.
- Kindergarten records are sent to the receiving school
- Kindergarten Graduation Night

SAMPLE DAY AT OUR PRESCHOOL

Welcome

Opening - large group activities

Weather, Calendar, Social Studies

Bible Story/Chapel

Learning Center Choices:

(Blocks/Construction, Sensory Table,

Science/Nature/Experiment/Cooking,

Dramatic Play, Literacy, Art, Music, Math,

Writing,)

Art Activity

Games

Writing

Snack

Manipulatives

Music

Fine Motor Skills Work: Fingerplays

Large Motor on Playground or in Gym

KINDERGARTEN CLASS

King of Kings offers All-Day Kindergarten Classes, with an option of 4 or 5 full days. Here are some of the features of this program:

- The goal for this class is to instill the love of learning by providing a well-rounded curriculum that includes Academics, Spirituality, Art, Music, and Physical Education
- Class meets Monday through Thursday or Monday through Friday from 9:00-3:00.
- The school year begins the Tuesday following Labor Day and ends the Thursday before Memorial Day Weekend.
- Children must be 5 years old by January 1 of the school year to enroll.
- The class size is limited to 18 children with a full-time teacher and part-time teacher's aide. The small class size allows us to concentrate on each child's needs and to quickly recognize areas which might need extra attention.
- One of our goals is to introduce pre-reading skills that will eventually usher each child into reading at their potential. We accomplish this task by creating a world of words for our Kindergartners. We utilize a combination of phonics, whole language, and guided reading to reach this goal.
- We individualize the learning experience knowing that each child is different and has varied needs, strengths, and opportunities.
- Math manipulatives are used for our math instruction which emphasize hands-on learning.
- A combination of Ohio's kindergarten standards, teacher-created materials, as well as other relevant programs provide the curriculum for Science, Social Studies, Reading, Writing, and Math.
- We tap into what students already know as we discover new things about the world God created for us.
- Music, Art, and Physical activities are part of the everyday experience. Once a week students will have an additional class in the following areas – Art, Music, and Gym.
- A Bible story is introduced each week during Jesus Time. The children will attend chapel once-a-week which is led by our Pastor, Music Director, and School Director.
- The children will have opportunities to develop understanding, learn cooperation, enhance reading, language, and math skills as well as grow spiritually.

Kindergarten Entrance Policy: King of Kings Kindergarten Staff, in conjunction with the Director, will determine eligibility of children for entrance into Kindergarten. Students must be 5 by January 1 of the school year that the children would be entering Kindergarten in order to be considered. It is the parent's responsibility to find out what, if any, repercussions there might be with early entrance to Kindergarten at their subsequent school with regard to entering grade 1.

EXTENDED DAY PROGRAM

The curriculum is an extension of the existing program for each age group, which is based on the Ohio State Standards for Early Childhood Education, as well as other research-based curriculums. Teachers will use the time to prepare the child for moving to the next level of education.

ARRIVAL AND DISMISSAL

Please observe the one-way entrance and exit off Socialville-Foster Road as well as directions when entering off Corporate Way in the south lot. It's critical to drive slowly and be vigilant to small children that can be difficult to see. Please do not leave children unattended in your car when you come in the building. The student drop-off and pick-up areas are device-free zones; please do not use phones during these times. These measures help ensure the safety of the children and of others on the premises.

Students may arrive five minutes prior to class starting time and should be picked up promptly at dismissal time. We understand that emergencies do happen; please call the school in this circumstance. Routinely dropping off early or picking up late without prior communication with the school may result in early drop-off and/or late-pick up fees.

If someone other than the natural parent or guardian will be picking up your child, please notify the teacher. We are unable to release a child from the school to any person without prior approval of the custodial parent or guardian. We reserve the right to ask for identification from anyone picking up a child.

Arrival: Parking Your Car and Walking In

- All students are asked to arrive at the main front entrance with a supervising adult who will walk them to their classrooms.
- Your child must be within "arm's reach" at all times, including the parking lot. Holding hands at all times is best; families with strollers are encouraged to have walking children keep a hand on the stroller if parent's hands are not free.
- No mobile devices should be used during this time.
- Enter at the main entrance, using the door on the far left next to the office.
- Proceed with your child to their classroom door. Please say good-bye at the door. Make sure the classroom staff know of your child's arrival. The staff will assist students with coats and backpacks if needed. Short good-byes are best.
- Please ring the doorbell at the entrance if you arrive late and the office appears unattended.

Dismissal: Car Rider Line

- All families will be given matching tags for cars and backpacks for the safety of the students. Staff will use these as an additional identifier when releasing students to authorized persons.
- Use the car line in the south parking lot. Enter from Corporate Way, circle around the lot past the playground, and pull up next to the sidewalk with the driver's side facing the building. If you are first in the car line, pull forward to the traffic cone, which allows 3-4 more cars to park behind you.
- Parents are asked to remain in the car. Our staff will help your child into the car. Please pull forward and off to a parking space at the right to buckle your child securely.
- No mobile devices should be used during this time.
- For the safety of the children, never pass another car in the car line unless someone is there to direct you out of your space. We understand it can be frustrating to wait, especially if you're running late; however, please wait for the car ahead of you to leave.

- A staff member will be at the south hallway doors 5 minutes before dismissal. The door will be locked and unattended 10 minutes after dismissal. Please ring the doorbell at the south entrance if you arrive late and the door is unattended.

Before/After Care Students

King of Kings uses the South entrance for our before and after care program. All before and after care students should use the car rider line. You may ring the doorbell if no one sees you pull up. The staff will greet you to collect or dismiss your child.

AUTHORIZED PERSONS FOR PICK-UP

Only those listed on your registration form will be permitted to pick up your child unless you send in written notification. In that case, the person who picks up your child must show a photo ID before your child will be released into his or her care. In custodial cases, children will be released only to the custodial parent. The custodial parent must give written permission for the non-custodial parent to pick up the child from school.

CHANGE OF SCHEDULE FOR EMERGENCIES

Funerals

The school is an outreach ministry of King of Kings Lutheran Church. Therefore, there may be an occasion where the church must host a funeral service. In the unlikely event a funeral service is scheduled in our facility during school hours, classes may be canceled at the discretion of the Pastor or Director. If this occurs, the Director will provide as much notice as is possible.

Inclement Weather Plan

If the weather is threatening, check the local news, social media, and email for 'Kings Local School District' school closing. Although the school's mailing address is Mason, we are in the Kings Local School District; therefore, closings will coincide with the Kings Local School District. If you see that **Kings Local School District is closed, we will be closed as well.** Our school administrative staff will send out notifications through social media and school communication lists as soon as closing decisions are made. Please check these communications often when we have or are on alert for inclement weather. Conditions can sometimes change quickly resulting in a change of status.

In the event that **Kings Local School District** calls for a delay due to inclement weather, we will conduct classes on our normal schedule. **Our preschool and kindergarten program will not operate on a delay schedule.** We will be open or closed. If at any time you feel it is unsafe to transport your child to school you may inform us of your decision and we will provide your child with an excused absence. Likewise, should the weather conditions change during the school day and you feel it best to pick-up your child early you should notify the school of your intent to pick your child up early and proceed with what you feel is best for the safety of your child and family.

Closings During the School Day

If the school must close early due to weather or another emergency, the Director or staff will contact parents. Staff members will supervise students until parents arrive at the school to pick up the children.

CHILDREN'S BELONGINGS

Dress

Please dress your child in comfortable play clothes that (s)he can get dirty and can manage alone. We have a lot of "hands on" projects with art supplies and sensory items. Even though the children wear paint smocks, accidents can and do happen. All supplies we use in the classrooms are non-toxic and child safe, however our experience is that some items do stain clothing.

Large muscle play will be held each day for 15-20 minutes in the gym or on the playground. Children will play on the playground when the weather is above 32 degrees and surfaces are not wet. Other factors may affect the decision to play in the gym or outside, including conditions such as temperatures above 85 degrees and/or high humidity, air quality, and the weather forecast.

Students climb, jump, and run during our large motor activities, so play clothes and rubber sole shoes are best; we strongly recommend tennis shoes for safe play. Gym shoes are required for playing outside and in the gym, and are appropriate for the classroom as well. For the safety of your child, please no jellies, flip-flops, slides, Crocs, wheelies, sandals, rain boots, cowboy boots, or shoes with heels. Children must be dressed appropriately for the weather, including jackets and coats on cooler days. Please check weather conditions so you may dress your child appropriately.

Additionally, please put a change of clothes, including socks and underwear, in a Ziploc-style bag and write your child's name on the bag. Bring the bag of clothes with school supplies or place it in your child's backpack; the staff will move it to your child's 'cubby' for the school year so they always have a clean change of clothing should they need it.

Backpacks

Your child should bring a backpack that zips opens at the top. Please ensure it is large enough to accommodate 8.5x11 sized paper. This will be helpful to carry projects, papers, and books home each day. Your child will have a 'cubby' at school with his/her name on it for school projects or anything from home. **Please label all personal items with your child's name.**

Show-and-Tell/Sharing

Children are encouraged to share items from home. Your child's teachers will let you know what routine they use for sharing in their classroom.

POTTY TRAINING

It is recommended that all children ages 3 years and older are potty-trained or working on potty training by the time they join our program. Please communicate with our staff on where you are in the process and how we can support these efforts while your child is here at King of Kings. As noted earlier, we recommend that parents of children who are potty-training pack at least one change of clothes, including socks and underwear, in a Ziploc-style bag and write your child's name on the bag. This will help the staff address accidents as quickly as possible and reduce the time the child may be uncomfortable after an accident.

NAPPING AND RESTING

We do not have the students take naps. Our full-day students have quiet time each afternoon.

FOOD POLICIES

Snacks

A snack will be served daily, either during free choice time or at a separate snack time. Snacks are provided by the school and will meet all allergy requirements. Parents concerned about snacks can speak with the Director and classroom teacher about their concerns and explore their desire to send separate snacks. The specific plan for each class will be given at orientation.

One snack is provided for our half-day students; morning and afternoon snacks are provided for our full-day students.

Food Allergies

*****King of Kings is a allergy aware facility.***** This means that food brought into the facility will be monitored. When a child in a specific group has an allergy, families will be notified not to bring the allergen into the classroom.

For licensing reasons, King of Kings will provide only prepackaged, nonperishable food as classroom snacks. Children with food allergies will not be served snacks that contain their allergen(s). Parents may choose to provide snacks for their child with food allergies. Parents providing their child's snack should also provide written instructions for the staff and place the snack in a sealed container clearly marked with the child's name.

The school understands that some children have special dietary restrictions. Parents of these children must submit required forms, meet with staff by the first day of school, and develop a food plan for the child. We will post signs and inform all parents of a given class if a student/s within their group have a food allergy. In this case we will restrict any food containing the allergen from coming into the classroom.

Student Lunches for Enrichment, Full Day, and Kindergarten Students

The children bring a packed lunch from home to eat at lunch time. Parents are encouraged to pack a balanced nutritional lunch for their child each day which includes a Protein (e.g. meat

or other protein source), Dairy, Fruit & Vegetable or 2 different Vegetables, and Grain (breads, crackers etc.). Lunches must meet 1/3 of a child's recommended daily dietary allowance.

Please label all items sent from home, including student name and the date it was packed. If any items packed in your child's lunch require refrigeration or need to be kept at a warm temperature for safe consumption, it is the responsibility of the parent to include a child safe ice pack or thermos. If a child is missing a food from one of the food groups, we have items on hand that we will offer to the child to complete their lunch. The child does not have to take the food that is offered to them. You can help your child succeed in class by providing a healthy diet.

Healthy bodies = Healthy minds!

As a reminder, King of Kings is a nut-free facility. Please do not send any food with nuts, peanut butter, or items processed in a plant where cross-contamination could occur.

Food Consumption

Health and nutrition are part of our school curriculum. Please pack a healthy lunch that your child will eat. We will encourage children to eat, and will pack up and return uneaten food items that are re-packable so you know what your child did or did not eat during the school day.

Modified Diets

Modified diets due to medical, religious, or cultural reasons should be noted on the Child Enrollment and Health Information Form (JFS 01234). Additional forms/instructions may be required in order to administer medical foods or modified diets.

Class Parties, Birthdays, and Other Special Events with Food

We want to have fun and celebrate with our students and families, which often means food is in the festivities. Please work with the teacher to discuss what is appropriate to bring in and the timing of when to bring your items. Depending upon student allergies, there may be classrooms that cannot have dairy, eggs, peanuts, tree nuts, or products containing them in the classroom at any time. Parents will be notified on a class-by-class basis and the allergy will be posted on the outside of the classroom.

Location of Space for Breastfeeding And/or Pumping Milk

Mothers of students who are breastfeeding can use Room #40 to feed their children or pump.

SCHOOL PICTURES

King of Kings Early Childhood Ministries has a contract with a professional photographer who takes individual and class photos each year. Though these photographs are offered for sale, parents are not obligated in any way to purchase them.

WATER ACTIVITIES/SWIMMING

King of Kings Preschool and Kindergarten does not participate in any water activities or swimming.

COMMUNICATION AND INVOLVEMENT

It's critical that the school staff and families communicate and support one another in our mutual task of nurturing our precious children. Parents have an open invitation to visit the school, attend Chapel, volunteer with your child's class, get involved with community outreach projects, and worship at King of Kings.

We strongly encourage parent volunteers in and out of the classrooms. This provides parents with a way to connect with people at school. It also sends a powerful message to your child about your excitement for learning and the value you place on it. There are many times throughout the year when parents may participate with the class, such as class parties, school events, special classroom projects, guest reader, share your career, special interests, or hobbies.

Parent participation sign-up sheets are available during Parent Orientation/Meet-the-Teacher night and you can reach out throughout the year at your convenience to let us know how you can be involved.

Please note that if you are arriving at a time outside your normal drop-off and pick-up time, we ask that you check in at the main entrance office. See the Security section of the handbook for more information.

A confidential class list with contact information approved by each family is available for each class. This list is strictly for your convenience as a preschool parent or employee. It may not be used by parents, staff, or any other persons for solicitation or as a source of names for any other activities. Thank you for your cooperation.

Classroom Visitation Policy

Parents are welcome at King of Kings Early Childhood Ministries at all times. If you wish to visit the classroom, please help us make the most of your visit by adhering to the following guidelines:

- Prospective parents must make an appointment with the Director to set up a visiting time.
- Parents of enrolled students are asked to arrange any visit with the teacher at least 24 hours in advance to avoid disrupting the class.
- All visitors must report to the office before entering the classroom.
- Daily classroom attendance is limited to those students who are enrolled.
- If you wish to speak with the teacher to discuss the class, please make an after-school appointment to do so.

Parent-Teacher Conferences

Parent conferences are held on designated days twice a year. Meetings in the fall/winter are informal and directed toward discussing adjustment to school and answering your questions. On the second conference day in the spring, we discuss growth through the year and again answer any questions you may have. If you would like to request a conference before this time, we will be glad to meet with you. Bright Beginners will send out a written report with the option that a parent can request a formal conference with the teacher in the spring. If a problem develops before the formal conference, please discuss it with the teacher before it reaches a more serious situation. A note, phone call, or brief conversation with the teacher will usually resolve ordinary situations and simple questions. If you need more time to discuss issues with the teacher, please make an after school appointment to do so. Meeting before or during the school day is discouraged. If you are having difficulty speaking with the teacher, please bring your concerns to the director.

Formal Screenings and Assessments

King of Kings uses Teaching Strategies for the formal assessment process, which happens within the first 60 days of enrollment; and used additionally to track the progress of students in our program. Ages & Stages screenings are completed as needed for any developmental concerns.

Staying Informed

We strive to connect with our families in meaningful ways and through multiple communication channels that work for you. Families will have access to online school software with a parent portal to access information about your student's enrollment information. The school communicates via app, email, newsletter, social media, the website, and may communicate via text as well. In addition, each classroom teacher will provide monthly calendars and/or class newsletters that include dates for weekly themes, academic standards covered, birthday celebrations, field trips, class parties, and any other pertinent information. Finally, remember to check your child's backpack daily so you will not miss the classwork progress any important announcements.

Website: www.koklcms.org

Follow King of Kings on Instagram and Facebook!

PHOTOS AND SOCIAL MEDIA POLICY

Our staff are committed to keeping you engaged in your child's progress by sharing updates and photos of what happens during school. You will be asked to provide consent for the school to share your child's photo within the classroom and on King of Kings media, such as the Procure app, the website, social media, brochures, etc. It is our practice that we will not list the names of minors nor tag photos on social media.

CONFLICT RESOLUTION

Parents and staff members may negotiate any difficulties and differences through the following channels:

- Speak to each other directly.
- Speak with the director privately or in a 3-way conference.
- Speak with the ECEM Board of Education. The church office (513-398-6089) will have a member of the Board contact you.

Director: Vicky Lesiak

Phone: 513-398-6089, ext. 304

Email: Vicky.lesiak@koklcms.org

ODJFS TOLL-FREE COMPLAINT NUMBER

The Ohio Department of Job and Family Services toll-free complaint number is made available to all parents (1-866-886-3537.) This may be used to report a suspected violation of the Ohio Revised Code or Administrative Code by the center.

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions or special interest groups which involves such activities as contests, exhibit sales of products to and by students, sending promotional materials home with students, fund raising, and free teaching materials must be carefully reviewed to insure that, on balance, such activities promote student interest without advancing the special interests of any particular group.

It is the policy of the King of Kings Early Childhood Education Ministry Board that students, staff members, and preschool facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Director or representative; and, any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this team. Additionally, all organizations, materials, and activities must comply with the Kings of Kings Lutheran Church Constitution and Bylaws.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the administrator(s) on the basis of their consistency with preschool philosophy, educational value in the total school program, benefits to students, factual accuracy, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest of the proposing group.

Additionally, Kings of Kings Lutheran Church Constitution and Bylaws state that building is available for use by recognized ministries, church members/member-sponsored events.

SAFETY AND HEALTH

SECURITY

King of Kings understands the importance of keeping our students and staff safe. Exterior doors remain locked excepting for five minutes prior to scheduled drop-off times and ten minutes past scheduled pick-up times. People arriving outside those times must be 'buzzed in' at main entrance. Staff are identified with photo identification name badges and visitors are asked to wear visitor badges, which are obtained by signing in at the main entrance office.

Conduct

Part of maturing is learning to be responsible through good conduct and discipline. King of Kings Preschool and Kindergarten has established the following expectations of conduct. As a Christian school, we emphasize the philosophy of providing a good example to others with whom we work and play, and to our visitors as well. The Golden Rule stating "Do unto others as you would have them do unto you" is our standard.

- When in the building, please walk, keep hands to oneself, and maintain quiet.
- Please do not hang or climb on the gate, doors, or air conditioning units.
- Please walk around the shrubs, trees, and decorative plantings around the facility.
- Repair for damage done to the school will be the responsibility of the parent(s) of the offending child or children.

Discipline

An important goal of our school is to guide our children in developing a positive attitude about all of God's creation. We encourage and provide positive reinforcement for proper behavior. We teach our children that each child is special to God and we, in turn, need to love and respect each other. In these early years of a child's education, it is important for our teachers to work with each child and provide guidance in age appropriate behaviors. Parents and teachers, working cooperatively, can provide consistent direction in applying these behavioral guidelines:

- **Observe and listen** to the children to prevent conflict by anticipating inappropriate conduct
- If conflict arises, **redirect** the children to another activity
- **Talk** to the child individually about unacceptable behavior
- **Separate** the offending child or children from the group
- **Remove** the child or children to the director's office for a time-out and a conference with the director
- If necessary, the teacher and the director will **discuss** the situation with the parent(s).

It is the belief of King of Kings Preschool and Kindergarten that children learn by example and through positive reinforcement of acceptable behavior. The staff will provide a variety of interesting activities from which the child may choose. A child who feels successful at what he

is doing is a motivated, happy child. If, however, a child has difficulty sharing with another child or remembering a rule, the teacher may:

- Talk to the child about his/her feelings and how his/her actions affect others.
- Show the child an acceptable way to demonstrate his/her feelings.
- Remind the child of the rule.
- Remove the child to another area within the room or remove the child from the group briefly. (A staff member will stay with the child the entire time and will return the child to the group as soon as possible.)

Jesus and His love for others is always the example for behavior of students and staff. Love, kindness, patience, respect, and helpfulness are all qualities the school hopes to model and develop.

In specific instances, a child's behavior may endanger the emotional and/or physical safety of students or staff members of our school. While we will try to help each child be successful in our program, we do not always have the staffing to handle severe behavior problems. If this is the case, some possible courses of action may include:

- Holding a parent conference with the teachers and director to make a plan for that student.
- Working closely with the child's physician or other professionals.
- Working with the local school district's preschool evaluation system.
- Helping parents investigate options of other services or programs that may be helpful.

King of Kings Preschool and Kindergarten reserves the right to take immediate action including the removal of a student if deemed necessary by the director and teachers. Suspension and expulsion are rare and never made without consultation(s) with the parent/guardian. Details of the disenrollment policy are available in the school office. King of Kings Preschool and Kindergarten does not allow corporal or unusual punishment, infliction of pain, use of restraining devices, humiliation, hostile threats, intimidation, coercion, mental abuse or any other action of a punitive nature including, but not limited to, interference with daily living functions (i.e. eating, sleeping, or toileting; or withholding of shelter, clothing, medications or aids to physical function. Reference, ODJFS Appendix A to Rule 5101:2-12-19 Allowable Discipline Techniques. These child guidance policies and procedures apply to all persons within the facility.

Maintaining Child Safety

- No child will be left alone or unsupervised.
- Children will be greeted daily, observed for signs of illness, and aided in finding an activity of interest.
- Each child will be dismissed in an orderly fashion and only to the care of his/her parent or a person so designated by the parent.
- All Classroom doors are capable of being locked during the school day, if needed.
- We have an extensive disaster and emergency plan to account for numerous possible emergency situations
- Emergency and weather-alert plans are posted in each classroom and throughout the building.

- Various drills are held throughout the year in accordance with State of Ohio requirements, including Fire, Tornado, Lockdown and Evacuation. Tornado drills will be held monthly during tornado season. In case of a real fire, tornado, or need to evacuate, children will line up in an orderly fashion upon hearing the signal and evacuate the building as practiced or take shelter in the classes designated “safe place” (See posted emergency plan for specific locations.) for a severe weather alert. Assigned staff members will check other rooms. A count of the children will be made and staff members will contact emergency services. A written plan is posted explaining procedures for staff in case of fire emergencies, weather alerts, or other emergencies
- Staff members have immediate access at all times to a working telephone located in each classroom.
- Outdoor play may be limited due to weather or safety concerns, including but not limited to: temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice.
- An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 days of the incident.
- Use of aerosol sprays or other toxic substances is prohibited when children are in attendance.
- Classes walk outside for recess and onsite ‘field trips’, such as Fire Department visiting, nature lessons, etc. Students will be accounted for at all times by keeping them in visual sight and completing head counts at beginning of the transition, several times during the event, at the beginning of walk back inside school, and arrival back at classroom.
- Medical Emergency Phone numbers and Specified Plan, along with the Ohio Department of Health Dental First Aid Chart, are posted on the wall in each classroom, in the gym, and in additional common areas used by school children.

EMERGENCIES PREPAREDNESS AND PROCEDURES

In Case of a General Emergency (*Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, loss of power, heat or water.*)

In all emergency situations:

- Staff have first aid kits, emergency contact forms, and attendance sheets
- If students are dismissed in any unusual fashion, parents/authorized emergency contacts must show a photo ID

For loss of heat and/or water: Parents will be contacted by phone, email, or shared media resources. Children will be made comfortable in classrooms until parents/authorized pick-up persons arrives.

When the building must be locked down: If there is a threat to the safety of the children due to environmental situations or threats of violence, the building will go into “lock-down”. This means we will double check exterior doors and interior classroom doors to be certain they are locked and secured. In addition, staff will take the children to a secure location within the classroom and will have the children maintain silence until the Director gives an all-clear message over the intercom system. Parents will be notified as directed by emergency personnel.

When the building must be evacuated: Direction from emergency personnel will be followed. If we must evacuate the building and immediate surrounding area, the staff will escort the children to the Goddard School, located directly across the east parking lot, as long as there is time to do so in a safe manner.

If we must evacuate the classrooms due to natural disaster, such as fire or tornado, the staff will follow the evacuation plans posted in each classroom and throughout the building.

In Case of Minor Incident (Examples: Minor Scrapes/Cuts, Bumps, Bruises)

- Administer necessary first-aid
- Inform parent at pick-up
- One staff-member will stay with child, and another will supervise other children

King of Kings Early Childhood Education Ministries completes an incident/injury report, Form JFS 01299, when the following events occur:

- illness, accident, or injury which requires first aid treatment
- bump or blow to the head
- emergency transportation
- unusual or unexpected event which jeopardizes the safety of a child or staff member.

In the Event of Serious Incident, Injury, or Illness *(Defined as any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)*

- Call 911
- Call parent
- Call emergency contact if parent cannot be reached
- Contact call the physician indicated on emergency transportation form
- Stay with child at school and during transport until parent arrives
- The child’s health and medical records shall accompany the child during transportation. The director or a staff member will stay with the child until the parent or guardian assumes responsibility for the child’s care.

- Complete incident report and notify Ohio Department of Job and Family Services verbally within 24 hours and fax incident report within 3 days.
- It is our preference to transport a child with local emergency services in the event of an emergency; emergency transportation preference should be filled out on the Child Enrollment and Health Form (JFS 91234)
 - King of Kings requires that you give us permission to transport your child with EMS services in the event of an emergency.
- The completed report is given to the person picking up the child from the center on the day of the incident/injury for him/her to sign. In situations requiring emergency transportation, the incident/injury report shall be available at the school for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of incident/injury report forms are kept on file in the school office for at least one year, and are available for review by the director's representative.

HEALTH

King of Kings Preschool and Kindergarten desires to provide conditions that encourage cleanliness and good health practices. Since some school activities are held outside, a child who is not well enough to be outside should not attend school.

Handwashing

Handwashing has been proven to be the single best way to prevent the spread of germs! It is our practice to use good hand washing procedures and to teach them to the children in our care. Staff wash hands upon arrival at school, before and after handling food, after using the restroom or helping a child with toileting, and after contact with any bodily fluids. Students must wash hands upon arrival at school, before eating or handling food, after using the restroom, after playing outside, and after contact with any bodily fluids. Handwashing procedures are posted in each restroom.

Student Illness at School

If your child should become ill at school, we will make him/her comfortable and call you. A child isolated due to suspected communicable disease will be:

- Cared for in a room or portion of a room not being used for other children.
- Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
- Made comfortable and provided with a cot if needed. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent. If soiled with blood, feces, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

If unable to reach the parent, we will call the emergency phone number listed on your child's enrollment form. If your child is mildly ill with minor common cold symptoms yet no fever, we will

restrict his large muscle activity and make him/her as comfortable as possible until we can reach you.

Communicable Diseases

A child who has been exposed to a communicable disease outside of school must remain home during the incubation period. If you are unsure about the incubation period, an informational chart on communicable diseases is available for review upon request in the Director's office. Please report any confirmed or suspected case of a communicable disease. In the event that a child contracts a communicable disease and exposes other children, we will send home a written notice. The same notice will also be posted on the classroom door.

You must provide a signed note from your child's doctor before your child can return to school after having a communicable disease or if your child presents with symptoms of a communicable disease. Our staff are trained in the control of communicable diseases and will partner with you to identify early signs.

Children who would be considered contagious must remain at home. This is for your child's protection and will prevent others from possible illness. A staff member trained by a Registered Nurse to recognize the common signs of communicable disease will observe each child daily as he/she enters the group.

Do not send your child to school if he or she is vomiting, has diarrhea, a rash, has a temperature at or above 100°F, or any of the symptoms on the bulleted list below. If your child has had a fever, he or she must be fever-free for 24 hours, without medication, before returning to school. A child who shows any of the following signs of illness during the school day will be placed in isolation in the Director's office until the parent or authorized adult arrives to pick up the child. An adult will remain with the child at all times.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian for any of the following reasons. The parent/guardian will also be notified immediately if the child's condition worsens.

- Diarrhea (3 or more abnormally loose stools within a twenty-four-hour period)
- Difficult or rapid breathing
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Green mucus nasal discharge
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Sore throat or difficulty in swallowing
- Stiff neck with elevated temperature
- Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool

- Vomiting
- Yellowish skin or eyes

Staff Illnesses

Staff members who contract a communicable disease will remain at home until they are no longer contagious. A substitute will take over the staff member's duties until he or she is able to return.

Immunizations

The Ohio Department of Job and Family Services requires documentation of a physical examination and shot records within 30 days of enrollment, and every 12 months thereafter, until a child reaches the age of 6 years. Your child's physician must sign and date the physical/vaccination form in order for it to be valid. If a current medical statement or an exemption is not in your child's file folder your child may not attend class without this completed document. King of Kings allows children who are not immunized to participate in the program with proper documentation of exemption.

Medication and Child Medical/Physical Care Plan Forms

King of Kings will not dispense medication or medical food unless it is medically necessary. If, for emergency reasons, medication or medical food must be dispensed, parents are required to complete all appropriate forms with ODJFS:

- Child Enrollment and Health Information (JFS 01234)
- Request for Administration of Medication (JFS 01217)
- Medical Physical Care Plan including medication or medical foods consumed under care of physician, PA, APRN or CNP, which is intended for the specific dietary management of a disease or condition (JFS 01236)
- We do not permit our students to carry their own medication and ointments

King of Kings complies with the Americans with Disabilities Act, including medication and care procedures to children with disabilities.

REPORTING ABSENCES

Absence line: 513-398-6089

If your child will be absent from school for any reason, please call the absence line and leave a message to let the staff know. Please call prior to the starting time of class on the day your child will not be in attendance. This gives us an opportunity to pray for your child. When calling, leave a message stating your name, your child's name, teacher/class, and the reason for the absence. If we do not hear from you, and the teacher reports your child absent, you may receive a phone call or email from the director to discover the reason for the absence.

ODJFS PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included. Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code. JFS 01237 (Rev. 9/2011)

CHILD CUSTODY AGREEMENTS

If your child is part of a child custody agreement, the preschool must have a copy of the custody agreement on file.

CHILD ABUSE/NEGLECT MANDATE

The administrator and each employee of the center are required under Section 2141.421 of the Revised Code to immediately report their suspicions of child abuse or child neglect to the proper authorities at the Children's Services Department of the county in which the child resides.

5101:2-12-07

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.