

Kenwood Heights Christian Preschool



2023-2024 Parent Handbook

**5620 New Cut Road
Louisville, Kentucky
(502) 363-4416**

2023/2024
PRESCHOOL STAFF DIRECTORY

Preschool & Church Bldg.-----363-4416

Church Office----- 366-3712
(fax) 366-1641

Director

Julee Baskins -----(Cell) -963-8046
Email----- khccprek@gmail.com

Teachers

Cindy Brady-----447-7106
4-year-old Class

SueCall-----931-5686
3-year old Class

Website.....www.kenwoodheightschristianpreschool.com

Bookkeeper

Charlotte Willoughby -----367-6642

Preschool Board

Kathi Anderson, Chairperson ----- 361-2042
Charlotte Willoughby-----367-6642
Dudley Spencer----- 363-6719
Rhonda Beard -----933-1135

Church Staff

Randy Beard, Senior Minister Peyton Baskins, Worship and Student Minister
Alex Idle, Associate Minister Chris Cunningham, Children’s Minister
Jennifer Cunningham/Allison Staples, Office Managers

*Kenwood Heights Christian Preschool is an extension of our outreach ministry of Kenwood Heights Christian Church. Since we are in session less than 10 hours a week, we are not required to be state licensed; however, we do follow health & safety codes as applicable.

TUITION

Three year old class	\$140.00 per month
Four year old class	\$160.00 per month
Registration fee	\$50.00 non-refundable

TUITION IS DUE THE FIRST DAY OF THE MONTH.

Make your checks payable to: *Kenwood Heights Preschool*
Or KHCC Preschool (for short)

*We send home payment envelopes with the newsletter at the beginning of each month. This helps us keep track of tuition better. You are highly encouraged to use them. If you pay with cash, it is recommended that you get a receipt.

If there is any problem pertaining to the tuition payment, call the Preschool Director, Mrs. Baskins @ 363-4416, or 963-8046 or Charlotte Willoughby at 367-6642.

A ten (\$10.00) dollar charge will be assessed for late payment after the fifth (5th) of the month. Also, ten (\$10.00) dollar fee charged for all returned checks.

It is understood that your child will be enrolled for the full year. If he/she must be withdrawn during the school year, please give a one month notice. Refund of a partial month's tuition due to withdrawal of a child WILL NOT BE MADE.

Admission

A child must be three (3) or four (4) years old by August 1st and **COMPLETELY** toilet trained to qualify for admission. No exceptions! Classes are filled on a first come basis. Your application and registration fee must be submitted for your child to be considered enrolled. If classes are full, the child will then be put on a waiting list. You will be notified if there becomes an opening. You must also submit a current immunization form before the beginning of school. The immunization **MUST** be valid through the end of the school year of May 2024.

Health

We can only accept well children. We are depending on your good parent-judgment to help us maintain this policy. **Please do not bring your child if they are exhibiting any of the following symptoms;**

- **Tested positive for Covid-19 in the past 10 days**
- **Temperature over 100 degrees**
- **Diarrhea or vomiting**
- **Nasal Discharge that is green or yellow in color**
- **Any visible rashes (anywhere on their body)**
- **If you suspect they may have pink eye (if their eye is red, pink or goopy, better to have them checked out)**
- **If you suspect they may have lice (if you notice them scratching frequently, please check)**

Should a child become ill during the day, or have lice, etc., we will call you to come pick him/her up. In the case of covid-19, lice, chicken pox, etc. a note will go home with every student to notify and instruct concerning the situation. We will **NOT** name the child or class. If your child has been scratching often please check. Please be considerate of other children and do not send your child to school if they are sick. In the case that they have something that can be contagious we will need a note upon returning to school. **They must be fever free, (as well as vomiting or diarrhea free) 24 hours without the aid of medicine before returning to school.** We want to try to keep everyone healthy.

In the case of an injury during school, a staff member will administer first aid. This will consist of cleaning the wound, applying ice, and a bandage. If there is a more serious injury, the parent will be notified immediately.

Arrival and Departure

Students may be escorted into the building, helped with hanging up their belongings, taken to the bathroom etc., then taken to their classroom the first week only. After that we will do a carline each day, and they will get out from your vehicle in the curbed area. We ask that they are on the passenger side and ready to get out once you pull up to that area. **(We have experienced that separation anxiety is minimized if the student's caregiver gives them a kiss and hug and assures them they will be back "before lunch", "in a while", etc. then leaves.)** Someone will greet them and help them into the building each morning. For safety matters, we ask for your cooperation in participating in the carline.

We do ask that you try to be punctual. Our doors open at 8:50am, and our class time begins at 9:00. Since we only have 2 ½ hours we must start on time to have enough time to fit everything in. We do realize things happen, and we take that into consideration, but we really appreciate your cooperation in this matter.

In the afternoon you will park and come in to get your child. We will open the doors At 11:25.

Please be ready to show your ID until we get to know you.

If there are custody issues, or someone that is court-ordered not to be in contact with your child, or anything of that nature; please make sure we have a copy of all court documents and add that to the orange sheet.

Discipline-

Children are first directed to another activity. They will be reminded that they are there to learn and have fun, but they must follow the rules. If their behavior continues, they will sit in "time out" or "thinking chair". There we will talk about what they could have done differently and what the better choice would've been; when they are ready to do so, they may join back in the activity. In some cases, some privileges may be taken, like playroom or gym time. The teacher and student may have to come up with a better plan to make better choices. If the problem persists, parents will be notified and if needed a conference will be set up. Very aggressive (hitting, biting, hurting another child etc.) will **NOT** be tolerated. If these behaviors do not get under control and continue, removal of the child from preschool will occur. We hope that you will work with us and encourage your children to always be their best. It is our hope that you will help at home to reinforce acceptable school behavior. We want them to have fun learning but to do that we all have rules to follow.

Programs-

A Christmas and Closing program will be held every year. Both programs are for all students. Family and friends are encouraged to attend. They are held in the evenings and you will be notified of the dates in advance. Video cameras are always welcomed.

Parties-

We have parties for all holidays (Halloween, Christmas, Valentines, and Easter). These are all held in their classrooms. Those days will be regular school days. There will also be opportunities for you to sign up to bring in things for these special days.

Newsletter/Calendar-

At the beginning of each month your children will bring home a newsletter to inform you of any scheduled events and any information that you will need to know. **PLEASE TAKE TIME TO READ THESE.** There is also a calendar attached, hang it up somewhere so you will always know what is going on for that day. Attached to the newsletters will also be a tuition envelope, please use these to pay your tuition.

POLICIES

Clothing

Washable play clothes are the most suitable. Please send them in clothes that are easy for them to get on and off for restroom purposes.

We ask that you leave a spare change of clothes in their backpacks (with their name on them). Accidents do happen, and it's nice to have clothes we can change them into if need be.

They are allowed to have backpacks; it actually makes transporting things home much easier.



Show and Tell - Tuesdays

A weekly sharing time of "Show & Tell" provides an enjoyable opportunity to develop your child's social and verbal skills. Children should not bring mouth toys, combs, weapons &/or toys that encourage violent play.

Tuesday is the scheduled day for "Show and Tell". Please do not let them bring in toys on other days. If they do so, they will be asked to put them in their backpack. **Please keep this to one item only.**

Materials

Pencils, scissors and crayons are provided by the Preschool. Parents are asked to provide certain items the first week of school. (Preferably By the first day!) The supply list will be provided in the letter that goes out first of August, but there is always one available upon request.



Snacks

Please send in a snack each day for your child only. Suggested snacks can be fruit, dry cereal, pretzels, cookies or any other finger food that your child likes. **If your child has a food allergy please let us know.**

Please send a water bottle with your child each day.

Curriculum

We strive to make your child's experience here positive and fun! Our goal is to help them develop mentally, emotionally, socially, physically and spiritually. We will not only be teaching them their ABC's, numbers, etc. we will be incorporating a Bible story in there as well. We want them to know how much Jesus loves them. All the Bible stories will have a life value for them. Your child will participate in a variety of activities. Some of the opportunities he/ she will have include:

- Working with paints, play dough, crayons, blocks and other manipulative materials. We believe children learn more by hands-on experiences, so we will be doing a lot of hands-on activities.
- Enjoying books, stories, poetry, and dramatizations
- Learning to respond rhythmically to music, singing new songs and listening to different kinds of music.
- Learning to share, take turns, plan work and play together.
- Practice good manners, health and cleanliness habits.
- Exploring and experiencing nature both in and out of the classroom.

Units of Study

Academics

(Alphabet, numbers, colors, shapes...)

Learning about themselves

(Including emotions, 5 senses...)

Seasons

Apples & Pumpkins

Holidays

Food

Dr. Seuss Week

Space

Nursery Rhymes

Community helpers

Plants, Butterflies, Animals

Emergency Schedule-

Our preschool follows Jefferson County Public Schools when closed to inclement weather. If JCPS is closed, we will also be closed that day. If JCPS has a 2-hour delay we will **NOT** have school that day. We may make adjustments to the calendar if there are an abundant amount of snow days. If we have to make changes we will let you know well in advance.

Our Website & Emails

Our Preschool website is www.kenwoodheightschristianpreschool.com. You can also check out our church website at www.kenwoodheights.com for any church-related activities. **I will also send out weekly emails reminding you of specific things coming up for that week. PLEASE read these!!** This will keep you informed, especially if there is a change in something you need to know about. ☺ If you need to email me you may do so at ; khccpreschool@gmail.com. My cell number is 502-963-8046; you can text me if you need to as well (please let me know who you are when texting please ☺).

Our Services **Sunday**

Bible School (for all ages)...9:15 am
Worship Service.....10:30 am