

KKCA Parent Handbook

Private School Program (Grades K3-3rd)

&

Daycare Program (Ages 6 weeks-3 years)

“Be the Change You Wish to See”

KKCA Private School and Daycare Program Contact Information

Address: 1340 N. Eastern Ave. Moore, OK 73160

School Hours: Monday-Friday 8:30 a.m.-3:30 p.m.

Before Care Hours: Monday-Friday 6:30 a.m.-8:00 a.m.

After Care Hours: Monday-Friday 4:00 p.m.-6:00 p.m.

School Phone Number: (405) 794-0708

Fax Number: (405) 237-3794

Website: www.kkcaowls.com

Extensions: x301: Enrollment Information/Administration

x302: Reception Desk

x303: K3

x304: K4

x305: K5-3rd Grade

x306: Daycare Program

Email Addresses:

KKCA Administration Email Address: kinderkottage01@gmail.com

KKCA Receptionist Email Address: kkcareception@gmail.com

Daycare Email Address: [Use individual class dojo account for communications](#)

K3 Email Address: [Use individual class dojo account for communications](#)

K4 Email Address: [Use individual class dojo account for communications](#)

K5-3rd Grade Email Address: [Use individual class dojo account for communications](#)

KKCA

Administration Welcome Letter

Welcome to KKCA!

KKCA is a school that takes great pride in academically growing our students as their skill levels progress and providing a day full of project and process-based learning opportunities for a well-rounded learning experience. Our students participate in numerous art, STEM-based and interactive learning experiences throughout the school year.

Students are also introduced to the Christian faith through modeling and demonstrating acts of kindness, grace, love and acceptance. At its core, Jesus entered this world as the one true demonstration of love for all of humankind. He exemplified what it meant to have a heart of forgiveness, acceptance, love, grace and for serving others. We believe that this is what our world needs more of and we seek to place more of this in our communities by teaching our children about:

- Character attributes as defined by the Fruits of the Spirit found in Galatians 5: 22-23 “But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things!”.
- The definition of love as found in 1 Corinthians 13: 1-7 “If I could speak all the languages of earth and of angels, but didn’t love others, I would only be a noisy gong or a clanging cymbal. If I had the gift of prophecy, and if I understood all of God’s secret plans and possessed all knowledge, and if I had such faith that I could move mountains, but didn’t love others, I would be nothing. If I gave everything I have to the poor and even sacrificed my body, I could boast about it; but if I didn’t love others, I would have gained nothing. Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.
- The identity of Jesus Christ and salvation he offers as defined by John 3:16 “For this how God loved the world: He gave his one and only Son, so that everyone who believes in him with not perish but have eternal life.”

These three verses are the core and emphasis of our schools theological mission and approach. Christians are called to be peacemakers and the embodiment of relentless, unconditional love in their homes, workplaces, schools and communities.

Please feel free to contact me with any questions throughout the school year! We look forward to having your family become a part of ours!

Mrs. Melody Burton

KKCA Administrator

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Private School Program

Policies and Procedures

Grades K3-3rd Grade

DESCRIPTION

KinderKottage Christian Academy (KKCA) is a private Christian school for grades K3-3rd Grade with a separate OKDHS licensed daycare program for children 6 weeks-3 years of age.

MISSION STATEMENT

Creating, teaching and leaving a lasting legacy of love.

ENROLLMENT TERMS

In order to retain your student's enrollment at KKCA, payment will be required in full regardless of your student's actual attendance at any given period. Full tuition is still due regardless of operational status (holiday closures, inclement weather, student illness/vacation).

Payments are accepted via ACH Draft only.

A \$25.00 Insufficient Funds Fee will be incurred for all returned payments.

SCHOOL HOURS

If your student is enrolled in KKCA's Before & After School Program, the earliest your student(s) can arrive is 6:30 a.m. and the latest that they can be picked up is 6:00 p.m.

Before & After School Program Hours (for K3-3rd Grade students only) is from 6:30 a.m.-8:00 a.m. and 4:00 p.m.-6:00 p.m. See Program Fees and Enrollment on pages of this handbook for more detail.

If your student is only enrolled in KKCA's private school program and doesn't require before care, the earliest your student(s) can arrive in their classroom is 8:00am. Students must be at their desk at the time of the last bell at 8:30 a.m. in order to not be counted as absent or tardy. Attendance will promptly be taken in each classroom at 8:30 a.m. If your student doesn't require after care, the latest your student can remain in their classroom is 4:00pm.

Students who arrive before 8:00am or who have not been picked-up from school by 4:00 p.m. will automatically be taken to before or after-care. If your student is not enrolled in after-care, then the drop-in rate of \$15.00 will be assessed to your next monthly statement regardless of the amount of time they're in after-care for any given day.

Students arriving after 8:30am or departing before 3:30pm are considered tardy. A doctor's note or other qualifying document must accompany your student when they return to school in order for the late arrival/early release to be excused and not count towards attendance.

ADMISSIONS REQUIREMENTS

K3: Students must be at least 3 years of age by September 1st and fully potty-trained

K4: Students must be at least 4 years of age by September 1st and fully potty-trained

K5: Students must be at least 5 years of age by September 1st.

1st/2nd/3rd Grade: Students must be at least 6/7/8 years of age by September 1st.

ENROLLMENT INFORMATION

1). Birth certificates are required for all new private school students. Birth certificates can be obtained at **the Division of Vital Records, Oklahoma State Department of Health, 1000 N.E. 10th, PO Box 53551, OKC, OK 73152.**

2). Copy of immunizations. Immunizations required for admission can be located on pages of this handbook. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

3). Name and address of previous school for record release form.

4). Completed enrollment contract and enrollment fee.

5). Completed registration form.

TUITION, ANNUAL REGISTRATION FEE

1). Tuition Rates/Before Care & After Care Fees/Meal Plan Fees: Tuition \$520.00/month, Before Care Only: \$75.00/month, After Care Only \$100.00/month, Both Before & After Care: \$150.00/month, Meal Plan: \$40.00/month.

2). Late Fee's: A late payment fee of \$5.00 per day not received within 3 business days of payment deadline is assessed.

3). Regardless of your student's monthly attendance (illness, vacation, school closure for holidays or weather related) or program enrollment the full month's tuition still applies and is due according to the individual tuition schedules located on pages of this handbook.

4). Payments are accepted via ACH Draft only.

5). All new and returning private school students must pay an annual registration fee in order for their enrollment to be reserved on the class roster for the following school year. Existing student's receive enrollment preference for the following school year but all fees and enrollment forms must be submitted by the early registration deadline in order reserve their students enrollment for the following year. Available enrollments for the following school year are offered to families on our waitlist after the priority enrollment deadline ends for existing families.

ANNUAL SCHOOL SUPPLY LIST

Each student will be given a classroom specific school supply list for materials required for the academic year. Please see pages for specific classroom supply lists. **All supplies must be labeled with your student's name and are to be brought to Open House Night.**

FIELD TRIP POLICY

Each student must have an authorized parent/guardian transport to/from and accompany/supervise them during the field trip. A permission slip and field trip fees must be turned in to your student's teacher by the deadline in order to attend. Field trips are an extension of classroom studies and are designed to engage parents with their KKCA student, therefore only KKCA students and their parent/guardian are permitted to attend. There will not be any alternative care/daycare at KKCA for students who do not participate in the field trip. Should you choose for your student to not attend the field trip, you are responsible for making other arrangements for your student on field trip days. KKCA is not liable for any student's transportation to and from the field trip or for the supervision of any student while on the field trip. All students must sign in and sign out with their homeroom teacher upon arriving and before leaving from the field trip. No refunds will be issued once payment is received in the event you are unable to attend; all funds received immediately purchase admission tickets for all signed up to attend the field trip. Private school students must also purchase a school field trip t-shirt by September 1st of each year to wear while on school field trips. T-shirts are available to purchase at Open House and through September 1st of each year. Parents may also purchase a school shirt as well.

SMOKING POLICY

Smoking is prohibited on or near the premises of KKCA. Please refrain from smoking indoors, near the entrances/exits or near the playground while on school premises.

CELLULAR DEVICE POLICY

We kindly request that all KKCA families refrain from using their cellular devices during arrival and departure times for communication and safety purposes.

NOTICE OF REQUIREMENT TO REPORT ABUSE/NEGLECT

KKCA is required by Oklahoma State law to report all instances of suspected child abuse /neglect in regards to physical, emotional and/or mental forms of abuse and/or neglect to OKDHS. If a faculty member suspects that a student is being abused/neglected they are not required to disclose their concern to the students' family or administration but they do retain the legal right to report abuse/neglect anonymously to the OKDHS Hotline. All reports of abuse/neglect will be investigated promptly by OKDHS.

ARRIVAL PROCEDURES

Parents will check-in their student for the day at the reception desk in the lobby and a faculty member will escort your child and their belongings to their classroom. Parents may only pass beyond the lobby through the school if they have signed in as a visitor at the reception desk.

DEPARTURE PROCEDURES

Students must sign their student out at the reception desk in the lobby and a faculty member will escort your student to the lobby with their belongings for their departure. Parents may only pass beyond the lobby through the school if they have signed in as a visitor at the reception desk.

ATTENDANCE

Ten (10) unexcused absences within a semester constitutes as excessive and could result in the students dismissal from the school program if students demonstrates lack of continued academic progress due to excessive absences. THREE (3) tardies constitutes as one absence. A tardy is defined as a student not being in the classroom when the last bell has stopped ringing. Frequent early releases without a medical statement may be treated as tardies at the discretion of the school administrator. Ten (10) unexcused absences within a semester will result in the student's dismissal from the program. Continual attendance violations could result in a student receiving a failing grade for that grading period. Criteria for excused absences:

- A). Any medical treatment that is substantiated by a physician's written statement. (The physician's statement must be submitted to the school upon the students return and is subject to verification by a school official)
- B). Forty-eight (48) hours to treat and clear head lice with appropriate medical documentation upon return to school
- C). Any event that is approved as a school activity
- D). A court subpoena, custody/court proceedings, legal counsel
- E). Religious holidays or activities
- F). Bereavement (documentation may need to be presented)

Family vacations are not exempt and such absences will count toward the maximum absences allowed within the semester. A school calendar is provided at the time of enrollment so that family vacations can be planned without the disruption of your students' academic progress.

Inclement weather days will not count against a student's attendance. In regards to winter weather closures, KKCA will close the first day that Moore Public Schools close but subsequent closures will depend on the ability for students and faculty to safely arrive to school and to ensure the school's utilities have not be effected. Should Moore Public Schools close for additional days, KKCA will open as long as the above conditions are met.

LATE ARRIVALS AND EARLY DISMISSALS

Students arriving after 8:30 a.m. must report to the office before going to class. Parents are asked to send a note explaining why their child is late. Tardiness disrupts the normal progression of classroom activities. Parents must sign their student in/out in the office. The school is permitted to release a student only to the legal parent, guardian or authorized person. Office staff and faculty will ask for identification.

If departing from school early, all students must be signed out with administration and identification of authorized individual must be presented prior to the release of the student.

ILLNESS & INJURY POLICY

When any person designated by the school administration observes a student with any of the below symptoms, they may choose to exclude the student from school activities to limit further exposure and/or notify a parent to come pick up their student from school. To best protect our students and faculty from further exposure to illness, students who have been excluded from school with any of the below symptoms or illnesses must be cleared by a physician and have a written doctor's release before returning to school and they must also be free of fever, vomiting and/or diarrhea for 24 hours without the utilization of fever reducing medication.

Fever of 100.5 or higher (taken orally)

Sore throat or tonsillitis with fever (Strep throat), scarlet fever

Rash with or without fever or skin infection

Nasal discharge with fever

Severe cough

Undiagnosed redness/inflammation/infection of the eye or eyelids (Pink eye, conjunctivitis)

Vomiting and/or diarrhea with or without fever

Head lice, ring worm, scabies, ringworm, pinworms

Meningitis

Hepatitis

Measles, Mumps, Rubella

Mononucleosis (Mono)

In the event your child becomes injured and requires medical assistance, 911 will be called first, followed by assessment and treatment of your student. Once your student is stable and the situation has been assessed and/or taken over by medical professionals, faculty will then proceed to notify parents/guardians.

MEDICATION ADMINISTRATION POLICY

KKCA will only administer prescribed or over the counter medication to your student if:

- 1). The medication is in its original container
- 2). The medication must be accompanied with a note from the parent/guardian that includes:
 - a). Dosage amount
 - b). Dosage frequency
 - c). Name of medication
 - d). Reason for medication
 - e). Time the last dosage was administered
 - f). Parents signature
 - g). Special instructions (take with food, no milk, keep refrigerated etc.)
- 3). Parent must also sign off on the medication administration log at pick-up to verify when last dosage was administered.

SECURITY POLICY/AUTHORIZED PERSONS

If someone other than the parent/custodian (must be an authorized person on your student's registration form) will be picking up your student from school, a written note/email/phone call must be received by the school from the parents first before your child will be released. The authorized person must also present a photo identification prior to gaining access to the school.

Every family is given a unique 4-digit PIN for access into the school. This PIN is only to be shared between the students' parents or primary guardians.

Do not share your PIN with others including people listed on your students' enrollment paperwork as authorized and/or emergency contacts. Please do not teach your student the PIN and refrain from allowing them to push the green exit button so that what we teach our students about security remains consistent even when with family.

CHANGE OF CONTACT INFORMATION

Any change of contact information for the parents, emergency contact, authorized individuals and/or student (phone numbers, address and/or email address) must be reported to the school office immediately by the parent.

DISCIPLINE POLICY

KKCA strives to produce a healthy and productive learning environment for all of our students by teaching our students how to make Christ-like decisions in regard to their behaviors and actions toward others. We strive to teach our students courtesy, manners, respect, cooperation, responsibility/accountability, cleanliness, honesty and timeliness in all social matters and materials.

Level 1: When a student engages in inappropriate conduct the following steps may be used to achieve appropriate behaviors/attitudes:

-Verbal reminder of classroom rules, Corrective look, time out, classroom behavior management consequences (Classroom Dojo App for Android/iPhone), note or phone call to parents.

Level 2: If behavior doesn't improve through these efforts or the student continues to be a disruption to the learning environment:

-Request for Parent Teacher Conference, a phone call from faculty/administration will be made to the parents and parents will be given two options: 1). They can come to the school to provide disciplinary action for their student within two hours of the phone call **OR** 2). They can choose to take their child home for the remainder of the day.

Level 3: If behavior continues to deteriorate, the student will be suspended from all school activities for the day. School work will be sent home for the student to complete and return the following morning.

Level 4: After repeated instances or failure to correct, the student enrollment may be dismissed.

*****You will NOT be reimbursed for tuition for days when your child is suspended or expelled from the school*****

Examples of inappropriate conduct: (not all inclusive)

- Causes physical harm to another student or teacher (hitting, punching, biting, kicking, spitting, etc.)
- Bullying a fellow student (repetitive physical or verbal action which causes emotional, physical or mental harm to a fellow student)
- Uses inappropriate language (written or spoken)
- Continuous disruptive behavior that doesn't improve with discipline or redirection
- Intentionally causes physical damage to school property (leaving equipment beyond repair or causes over \$50.00 in repairs)

Additional instances for enrollment termination include (this list is not all inclusive and KKCA reserves the right to terminate enrollment at its discretion)

- 1). Consistently late tuition payments, non-payments and multiple returned checks.
- 2). Consistently late in picking up your student from school.
- 3). Parents/Guardians are defamatory or disrespectful towards the school, program, faculty, administration, student body and/or fellow families.

INCLEMENT WEATHER POLICY

In the event of inclement weather which causes Moore Public Schools to be closed for the day or released early, KKCA will be closed unless prior arrangements have been made with me before. We will assess the situation of the roads every morning for subsequent school closings and send out a text via the Remind 101 account to notify you of our operational status as well as posting our decision on the KKCA Facebook Page.

Remind 101 is a free emergency text-based system that the school utilizes to inform parents as a mass group for weather related emergencies. All parents are required to sign-up. See appendix for instructions.

In the event weather becomes inclement while your child is at school, you will be notified to pick-up your child within 2 hours of notification. This is for both the protection and safety of you and your child in the event the weather and/or roads become treacherous. In the event utilities at the school are affected by the weather, KKCA will be closed.

In the event of an active Tornado Warning issued by the National Weather Service, students will be sheltered in the saferooms located outdoors on the playground. If the weather situation calls for us to shelter the students, a message through Remind 101 will be sent to all parents or call to all parents ahead of time. Once the all clear is given, a message will be sent via Remind 101 **(for sign up information, see appendix)** to all parents to notify them that it is safe to pick up their student from school. **If Cleveland County or Oklahoma County is in an active Tornado Warning, do not attempt to retrieve your child from school.**

It is the parents discretion to pick-up early or be absent from school should there be a day with potential severe weather. Attendance will not be affected by severe weather days should you decide to keep your student at home or pickup early. At this time, we prefer to evacuate all students and faculty from school grounds by parent/guardian pick-up with a minimum of 2 hours' notice as long as we have ample preparation time to do so.

STORM SHELTER USAGE POLICY

KKCA has two above ground safe rooms located outdoors on the playground thanks to the support of our families and fundraising efforts over the past few years. Until we are able to install the remaining three shelters, usage of the shelters will be for emergency purposes only. We will still dismiss early, request students be picked up from the school and proceed to shelter and lockdown procedures of those students and staff remaining on site. Our preference is that we shelter as few students and faculty as possible until we can safely shelter our entire school body. Should be need to take shelter, shelters are only for students and faculty. The doors will remain locked until we receive the all clear. Doors will not open once students and faculty are safely sheltered. Please continue to utilize Remind 101 for weather related school closures or dismissals and make arrangements ahead of time to pick your student up from school so that we can safely shelter as few as possible.

MEAL SERVICE

BREAKFAST (6:30 a.m.-8:00 a.m.)

Students must either have eaten breakfast prior to arriving to school or bring a breakfast with them to eat during before care unless they are enrolled in the school meal plan. The school will provide students with whole milk for breakfast. Breakfast either way must be eaten prior to entering their classroom at 8:00 a.m. Breakfast is promptly over at 8:00 a.m.

LUNCH (11:30 a.m.-12:00 p.m.)

Unless enrolled in the school meal plan, private school students must bring a lunch in an insulated lunchbox with a cold pack to keep meals cold till lunchtime. Lunch boxes and cold packs should be clearly labeled with your students first and last name. Meals should be simple and require minimal heating/preparation (sandwiches, lunchables etc). No sodas allowed. The school will provide whole milk for all lunches. The school will also provide an afternoon snack and 100% juice. Students who forget their lunch at home will be served a school provided meal according to the menu and a \$3.00 fee will be assessed to your student's account.

SNACK (2:30 p.m.)

All students regardless of meal plan enrollment will received a school provided snack and water.

MAKE-UP WORK

Make-up work for absences which met the attendance criteria will be considered for full credit. The number of days allowed to make up missed assignments shall equal at least the number of days absent.

GRADING POLICY

A baseline developmental and academic assessment is performed on each student within the first 30 days of enrollment or within the first 30 days of the start of the school year. Additional assessments are performed every nine weeks. Students will receive a report card and parents are invited to attend a schedule parent-teacher conference every nine weeks to discuss their student's academic and developmental progress in detail. Faculty is available to discuss any concerns with you regarding your students' progress at any point in the school year but by appointment only.

REPORT CARDS, PROGRESS REPORTS, PARENT/TEACHER CONFERENCES

Students will be sent home with their report card every nine weeks (October, January, March and May)

Parent signatures are required on the report cards and must be returned to their student's teacher within two days of receipt. Parents will be invited to sign up for a parent teacher conference each semester to privately discuss their child's academic and developmental progress with their student's teacher. (October and March)

ACADEMIC GRADING SCALE

K3, K4, K5 and 1st grade classes grade academically according to the below scale:

E: 91-100%	S+: 81-90%	S: 66-80%	N: 61-65%	U: 0-60%
Meets all criteria for excellent progress in all academic areas.	Meets all criteria for satisfactory progress in all academic areas.	Participates in all activities encouraged by the teacher(s).	Inconsistent in participating in class activities.	Participation in class activities is unsatisfactory.
Consistently demonstrates high level of understanding of concepts/skills/content taught and can apply to other situations.	Consistently demonstrates an understanding of concepts/skills/content taught.	Often demonstrates understanding of concepts/skills/content taught.	Inconsistent in demonstrating understanding of concepts/skills/content taught.	Shows minimal understanding of concepts/skills/content taught.
Completes tasks provided by the teacher(s) beyond regularly assigned activities.	Completes all tasks provided by the teacher(s) within time period allotted.	Frequently needs guidance to complete assignments.	Even with encouragement, inconsistent with completing assigned tasks.	Failing to meet acceptable standards in daily work.

CONDUCT GRADING SCALE

Conduct is scored separately from academic achievement and is broken down into two groups: Work/Study Habits and Citizenship.

Work/Study Habits include the student's ability to listen attentively, follow directions, complete work on time, take pride in his/her work, work neatly and independently, make good use of time and carry out assigned responsibilities.

Citizenship is graded on the student's exhibition of self-control and self-discipline, courtesy, good manners, ability to get along well with others and respect for those in authority, for school property and the property of others.

E: Excellent	S: Satisfactory	N: Need Improvement	U: Unsatisfactory
Very consistent in demonstrating all characteristics listed under citizenship and work/study habits.	Usually demonstrates all characteristics listed under citizenship and work/study habits.	Often fails to demonstrate one or more of the characteristics listed under citizenship and work/study habits.	Consistently fails to demonstrate one or more of the characteristics listed under citizenship and work/study habits.

DRESS CODE (Grades K3-3rd)

Students are permitted to wear clothing that is in line with current fashions however out of concern for modesty and safety, the below items are prohibited for students to wear.

Monday: Casual Dress, Tuesday: Casual Dress, Wednesday: KKCA School Shirt & Pants/Shorts, Thursday: Casual Dress, Friday: KKCA School Shirt & Pants/Shorts

GIRLS:

Dresses/Skirts: Girls must wear a pair of knit style shorts beneath their dress/skirt

Shoes: Any style.

Hats: No ball caps unless it is for a special function for the classroom

Jewelry: Stud style earrings only, no necklaces or bracelets.

BOYS:

Shoes: Any style.

Hats: No ball caps unless it is for a special function for the classroom

Jewelry: No jewelry of any kind.

PARENT-TEACHER COMMUNICATION

Voicemails and emails will be returned by your student's teacher during their planning period. Messages (written notes or phone calls) may be left with the reception desk to be shared with your student's teacher. Parents and teachers are not permitted to message their student's teacher or administration through social media. If a message is received via social media, it will not be returned/replied to. **All parent/teacher communication must be sent via the appropriate email address, Class DOJO account, written notes or via phone call. Please utilize the contact list on page 3 of this handbook to reach your student's teacher via the correct phone extension and email address.**

Utilize your student's Thursday folder/binder for daily communication regarding academic and/or behavioral progress or concerns. Teachers are available for scheduled conferences throughout the year when necessary to discuss your students' performance and progress in greater detail.

FACEBOOK PAGE

KKCA posts pictures of our students, updates on the school and important information on the official KKCA Facebook page. Permission to publish your student's photo, name and work must be on file in order to post on Facebook. While we do not allow parents to "friend" our faculty on Facebook, we HIGHLY encourage all parents to "like" our official Facebook Page to stay up to date on the latest and greatest at KKCA! You can find our page on Facebook by searching for: **KinderKottage Christian Academy, LLC**

BEFORE & AFTER CARE POLICY

KKCA offers a separate before and after care program for all private school students. This program is available for students needing childcare between the hours of 6:30 a.m.-8:00 a.m. and 4:00 p.m.-6:00 p.m. Before care fees are \$75.00 per month, after care fees are \$100.00 per month and if needing both before and after care services the total due is \$150.00 per month. Students are expected to conduct themselves in the same manner as the school day. The same discipline policy applies in before and after care as during the school day. Repeated and unimproved instances of misconduct can result in the dismissal or suspension of your student from the before and after care program.

PERSONAL BELONGINGS

Unless a teacher specifically requests/allows a student to bring a personal possession to school (ex: Show & Tell Day); students are not permitted to bring toys, handheld electronic devices or cell phones to school. KKCA is not responsible for these items or the replacement cost should a student bring any of these items onto school premises.

WITHDRAWAL POLICY

KKCA requires a written two week notice as courtesy to inform the school of your family's decision. All outstanding balances are due at the time of notice to withdraw. Tuition will not be refunded for any reason. Any unpaid outstanding tuition will be turned over to collections.

THE LEGACY FOUNDATION (PTO)

The Legacy Foundation is our school's 501c(3) and serves as our Parent Teacher Organization (PTO). Each school year parents volunteer their talents and time to support our school's vision and mission and serve alongside our faculty through various internal and external projects.

The purpose of The Legacy Foundation is to be the outreach of our school and broaden our students understanding of the needs of others while encouraging and growing a heart of selflessness and generosity.

Each school year, our goals for The Legacy Foundation are to fulfill four needs; one local support initiative ,two global support initiatives and the continued support of KKCA as we expand our school and daycare programs to create and leave a lasting legacy of love for those in need and the families in our care.

- 1). Locally, as a tithe offering from our Fall Fundraiser Proceeds, we will make a donation to Positive Tomorrows; Oklahoma's only elementary school specifically for homeless children. For more information about Positive Tomorrow's visit their website at www.positivetomorrows.org
- 2). Globally, as a tithe offering from our Spring Fundraiser proceeds, we will make a donation to Water for Life to help fund a new water well for a village in need. Think of the lifesaving and future building impact this one well has the potential to make! For more information about Water for Life visit their website at www.waterforlife.org
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Daycare Program

Policies and Procedures

Ages 6 weeks- 3 years of age

DESCRIPTION

KinderKottage Christian Academy (KKCA) is a private Christian school for grades K3-3rd Grade with a separate OKDHS licensed daycare program for children 6 weeks-3 years of age (if turning 3 years of age after September 1st).

MISSION STATEMENT

Creating, teaching and leaving a lasting legacy of love.

ENROLLMENT TERMS & AGREEMENT

In order to retain your student's enrollment at KKCA, payment will be required in full regardless of your student's actual attendance at any given period. Full tuition is still due regardless of operational status (holiday closures, inclement weather, student illness/vacation).

Tuition: \$680.00/month

Payments are accepted via ACH Draft only.

A \$25.00 Insufficient Funds Fee will be incurred for all returned payments.

DAYCARE HOURS

The daycare program hours are Monday-Friday from 6:30am-6:00pm. Student's must be present no later than 9:30am in order to attend unless we've received prior communication regarding a late arrival time from the parents. A doctor's note must accompany your student if arriving after 9:30am.

ILLNESS & INJURY POLICY

When any person designated by the school administration observes a students with any of the below symptoms, they may choose to exclude the student from school activities to limit further exposure and/or notify a parent to come pick up their student from school. To best protect our students and faculty from further exposure to illness, students who have been excluded from school with any of the below symptoms or illnesses must be cleared by a physician and have a written doctor's release before returning to school and they must also be free of fever, vomiting and/or diarrhea for 24 hours without the utilization of fever reducing medication.

Fever of 100.5 or higher (taken orally)

Sore throat or tonsillitis with fever (Strep throat), scarlet fever

Rash with or without fever or skin infection

Nasal discharge with fever

Severe cough

Undiagnosed redness/inflammation/infection of the eye or eyelids (Pink eye, conjunctivitis)

Vomiting and/or diarrhea with or without fever

Head lice, ring worm, scabies, ringworm, pinworms

Meningitis

Hepatitis

Measles, Mumps, Rubella

Mononucleosis (Mono)

In the event your child becomes injured and requires medical assistance, 911 will be called first, followed by assessment and treatment of your student. Once your student is stable and the situation has been assessed and/or taken over by medical professionals, faculty will then proceed to notify parents/guardians.

MEDICATION ADMINISTRATION POLICY

KKCA will only administer prescribed or over the counter medication to your student if:

- 1). The medication is in its original container
- 2). The medication must be accompanied with a note from the parent/guardian that includes:
 - a). Dosage amount
 - b). Dosage frequency
 - c). Name of medication
 - d). Reason for medication
 - e). Time the last dosage was administered
 - f). Parents signature
 - g). Special instructions (take with food, no milk, keep refrigerated etc.)
- 3). Parent must also sign off on the medication administration log at pick-up to verify when last dosage was administered.

SECURITY POLICY/AUTHORIZED PERSONS

If someone other than the parent/custodian (must be an authorized person on your student's registration form) will be picking up your student from school, a written note/email/phone call must be received by the school from the parents first before your child will be released. The authorized person must also present a photo identification prior to gaining access to the school.

Every family is given a unique 4-digit PIN for access into the school. This PIN is only to be shared between the students' parents or primary guardians.

Do not share your PIN with others including people listed on your students' enrollment paperwork as authorized and/or emergency contacts. Please do not teach your student the PIN and refrain from allowing them to push the green exit button so that what we teach our students about security remains consistent even when with family.

CHANGE OF CONTACT INFORMATION

Any change of contact information for the parents, emergency contact, authorized individuals and/or student (phone numbers, address and/or email address) must be reported to the school office immediately by the parent.

BITING POLICY

Children generally begin biting between the ages of 12 months and 18 months of age and biting can be a very long process to correct. While biting is particular concerning for all of those involved, it is generally not done out of an act of hostility or bullying towards a fellow student. Toddlers bite for several reasons but primarily it is due to limited verbal communication skills and vocabulary which is developmentally expected for their age and comprehension. Children need to feel safe, loved and provided for before they will ever begin to take the teachings of their caregiver to heart. Consistency and proper supervision are also key solutions, however bites happen very, very quickly and can sometimes go unnoticed due to the high level of activity in a toddler and two's classroom. One of the very best forms of biting prevention is providing strong verbal communication skills. This can honestly start at home from birth by creating a learning environment at home that prioritizes talking, communicating and reading. Every word they hear, they store for later use. This is why reading and communication is necessary in our toddler and twos class. Children bite because they are trying to communicate a want, need or desire and lack the ability to verbalize that need. Imagine not having the ability to talk as an adult. What actions would you take to get the attention of those around you when you had a need, want or desire? You would likely use some sort of physical action to get the attention of the person you needed something from. Toddlers with limited vocabulary skills are no different. Toddlers from a developmental perspective are also very territorial by nature. Every toy or teacher is their specific toy or teacher regardless of whether they were actively using that particular toy receiving attention from that particular teacher. Once they discover that biting was an effective means of getting the desired result, they'll likely bite again and with increasing frequency. We can limit and correct biting by providing multiple copies of the same toy in the classroom, engage in constant opportunities for communication and reading throughout the day, provide lots of individualized opportunities for affection and affirmation, provide lots of space for students to play and provide a room with lots of consistent structure that is well supervised. Correcting biting is a team effort and requires help from home. Engaging in similar ways at home will help us correct it quicker at school. When these efforts have been met at school but a child bites another student three or more instances on any given day the student will be required to be picked up from school as a measure of protection for the other children in care. Dismissal from the program is possible when attempts to remedy the situation go unresolved for a determined period of time and the decision is at the discretion of the school administration.

POTTY TRAINING POLICY

Children begin displaying signs of readiness between the ages of 18 months and 2 ½ years of age. Potty training is viewed a positive learning experience and there is no discipline associated with a child having accidents. Students who are potty-training will need to arrive at school in underwear, wearing clothing that assists the child with independent training needs such as elastic waisted pants/shorts and bring LOTS of extra changes of clothing. Clothing should also include an extra pair of socks and shoes. Pull-ups are allowed at naptime only until they begin demonstrating consistent bladder control and are waking up from naps dry. Children are taken to the potty every 30 minutes and as they become stronger in their skills the time for potty breaks will increase to every hour. When a child first begins training, we will not ask if “they need to go”. We will simply tell them it’s potty time and take them every 30 minutes.

Together...we can do this! ☺

INCLEMENT WEATHER POLICY

In the event of inclement weather which causes Moore Public Schools to be closed for the day or released early, KKCA will be closed unless prior arrangements have been made with me before. We will assess the situation of the roads every morning for subsequent school closings and send out a text via the Remind 101 account to notify you of our operational status as well as posting our decision on the KKCA Facebook Page.

Remind 101 is a free emergency text-based system that the school utilizes to inform parents as a mass group for weather related emergencies. All parents are required to sign-up. See appendix for instructions.

In the event weather becomes inclement while your child is at school, you will be notified to pick-up your child within 2 hours of notification. This is for both the protection and safety of you and your child in the event the weather and/or roads become treacherous. In the event utilities at the school are affected by the weather, KKCA will be closed.

In the event of an active Tornado Warning issued by the National Weather Service, students will be sheltered in the saferooms located outdoors on the playground. If the weather situation calls for us to shelter the students, a message through Remind 101 will be sent to all parents or call to all parents ahead of time. Once the all clear is given, a message will be sent via Remind 101 **(for sign up information, see appendix)** to all parents to notify them that it is safe to pick up their student from school. **If Cleveland County or Oklahoma County is in an active Tornado Warning, do not attempt to retrieve your child from school.**

It is the parents discretion to pick-up early or be absent from school should there be a day with potential severe weather. Attendance will not be affected by severe weather days should you decide to keep your student at home or pickup early. At this time, we prefer to evacuate all students and faculty from school grounds by parent/guardian pick-up with a minimum of 2 hours' notice as long as we have ample preparation time to do so.

STORM SHELTER USAGE POLICY

KKCA has two above ground safe rooms located outdoors on the playground thanks to the support of our families and fundraising efforts over the past few years. Until we are able to install the remaining three shelters, usage of the shelters will be for emergency purposes only. We will still dismiss early, request students be picked up from the school and proceed to shelter and lockdown procedures of those students and staff remaining on site. Our preference is that we shelter as few students and faculty as possible until we can safely shelter our entire school body. Should be need to take shelter, shelters are only for students and faculty. The doors will remain locked until we receive the all clear. Doors will not open once students and faculty are safely sheltered. Please continue to utilize Remind 101 for weather related school closures or dismissals and make arrangements ahead of time to pick your student up from school so that we can safely shelter as few as possible.

SMOKING POLICY

Smoking is prohibited on or near the premises of KKCA. Please refrain from smoking indoors, near the entrances/exits or near the playground while on school premises.

CELLULAR DEVICE POLICY

We kindly request that all KKCA families refrain from using their cellular devices during arrival and departure times for communication and safety purposes.

NOTICE OF REQUIREMENT TO REPORT ABUSE/NEGLECT

KKCA is required by Oklahoma State law to report all instances of suspected child abuse /neglect in regards to physical, emotional and/or mental forms of abuse and/or neglect to OKDHS. If a faculty member suspects that a student is being abused/neglected they are not required to disclose their concern to the students' family or administration but they do retain the legal right to report abuse/neglect anonymously to the OKDHS Hotline. All reports of abuse/neglect will be investigated promptly by OKDHS.

MEAL SERVICE

Meals are included with daycare tuition. Students are permitted to bring meals from home as well. If your student has an allergy, please provide the school with a substitute.

Breakfast and lunch are served with whole milk and snacks are served with water.

Breakfast is served from 6:30am-8:00am, Lunch is served from 11:00am-11:30am and Snack is served from 2:30pm-3:00pm.

PERSONAL BELONGINGS

Unless a teacher specifically requests/allows a student to bring a personal possession to school (ex: Show & Tell Day); students are not permitted to bring toys, handheld electronic devices or cell phones to school. KKCA is not responsible for these items or the replacement cost should a student bring any of these items onto school premises.

WITHDRAWAL POLICY

KKCA requires a written two week notice as courtesy to inform the school of your family's decision. All outstanding balances are due at the time of notice to withdraw. Tuition will not be refunded for any reason. Any unpaid outstanding tuition will be turned over to collections.

PARENT-TEACHER COMMUNICATION

Voicemails and emails will be returned by your student's teacher during their planning period. Messages (written notes or phone calls) may be left with the reception desk to be shared with your student's teacher. Parents and teachers are not permitted to message their student's teacher or administration through social media. If a message is received via social media, it will not be returned/replied to. **All parent/teacher communication must be sent via the appropriate email address, Class DOJO account, written notes or via phone call. Please utilize the contact list on page 3 of this handbook to reach your student's teacher via the correct phone extension and email address.**

Utilize your student's Thursday folder/binder for daily communication regarding academic and/or behavioral progress or concerns. Teachers are available for scheduled conferences throughout the year when necessary to discuss your students' performance and progress in greater detail.

FACEBOOK PAGE

KKCA posts pictures of our students, updates on the school and important information on the official KKCA Facebook page. Permission to publish your student's photo, name and work must be on file in order to post on Facebook. While we do not allow parents to "friend" our faculty on Facebook, we HIGHLY encourage all parents to "like" our official Facebook Page to stay up to date on the latest and greatest at KKCA! You can find our page on Facebook by searching for: **KinderKottage Christian Academy, LLC**

THE LEGACY FOUNDATION (PTO)

The Legacy Foundation is our school's 501c(3) and serves as our Parent Teacher Organization (PTO). Each school year parents volunteer their talents and time to support our school's vision and mission and serve alongside our faculty through various internal and external projects.

The purpose of The Legacy Foundation is to be the outreach of our school and broaden our students understanding of the needs of others while encouraging and growing a heart of selflessness and generosity.

Each school year, our goals for The Legacy Foundation are to fulfill four needs; one local support initiative ,two global support initiatives and the continued support of KKCA as we expand our school and daycare programs to create and leave a lasting legacy of love for those in need and the families in our care.

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“Be the Change You Wish to See”