

Parent & Student
HANDBOOK

2010 - 2011

Kings Avenue
Christian Preschool



Growing Kids...
in God's Love

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*"Train up a child in the way he should
go: when he is old, he will not depart
from it."* Proverbs 22:6

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HANDBOOK POLICY

Kings Avenue Christian Preschool reserves the right to alter any of the policies and procedures in this handbook if deemed necessary. All parents are held responsible for knowing and abiding by the policies and procedures in the Handbook. An exception to any policy in this Handbook for one is not meant as a change in the policy for all.

INTRODUCTION

Welcome to Kings Avenue Christian Preschool

We are very happy to have your child enrolled in our school. We feel privileged that you have given us the opportunity to share in his/her spiritual and academic growth. We encourage our parents to take an active part in the activities. We will endeavor to work closely with you in every way we can to help make this year successful and pleasant.

Mission

Our goal is to train up students who are Christians called to be wise, understanding and knowledgeable. The purpose of KACP is to provide a Christian education that will lead students to a saving knowledge of Jesus Christ. We will work together as a team to instill confidence in our students for their success. We will use the Bible as the cornerstone for daily growth and guidance interwoven with spiritual truth. We are committed to provide an education, promoting excellence and balance in mental, physical, and spiritual stature that prepares our students for higher education, vocational and life experiences.

Statement of Faith

1. WE BELIEVE that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
2. WE BELIEVE God the Father is our loving creator and ruler of the Universe. Out of nothing, He created all that we know and all that we are yet to discover. ~ *Genesis 1:1, 26-27, 3:22 ~ Psalm 90:2 ~ Matthew 28:19 ~ I Peter 1:2 ~ II Corinthians 13:14 ~*
3. WE BELIEVE Jesus Christ is the Son of God. ~ *Matthew 1:22-23 ~ Isaiah 9:6 ~ John 1:1-5, 14:10-30 ~ Hebrews 4:14-15 ~ I Corinthians 15:3-4 ~ Romans 1:3-4 ~ I Timothy 6:14-15 ~ Titus 2:13 ~*
4. WE BELIEVE in the Holy Spirit. He lives in every Christian from the moment of salvation. ~ *II Corinthians 3:17 ~ John 14:16-17, 16:7-13 ~ Acts 1:8 ~ I Corinthians 2:12, 3:16 ~ Ephesians 1:13, 5:18 ~ Galatians 5:25 ~*
5. WE BELIEVE God's Word, the BIBLE, to be the inspired and only infallible authoritative Word of God and is His revelation to man. The daily lives of God's people will be changed as a result of knowing and studying His word. ~ *II Timothy 1:13, 3:16 ~ II Peter 1:20-21 ~ Psalm 12:6, 119:105, 160 ~ Proverbs 30:5 ~*
6. WE BELIEVE people are made in the image of God, to be like Him in character. ~ *Genesis 1:27 ~ Psalm 8:3-6 ~ Isaiah 53:6a, 59:1-2 ~ Romans 3:23 ~*

7. WE BELIEVE salvation is God's free gift to us, but we must accept it. We can never make up for our sins by self-improvement or good works; only by trusting in Jesus Christ as God's perfect sacrifice. Eternal life begins the moment one receives Jesus Christ into their life by faith. ~ *Romans 5:1, 6:23 ~ Ephesians 2:8-9 ~ John 1:12, 14:6 ~ Titus 3:5 ~ Galatians 3:26*
~
8. WE BELIEVE, because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. ~John 10:29 ~ II Timothy 1:12 ~ Hebrews 7:25, 10:10-14 ~ I Peter 1:3-5 ~
9. WE BELIEVE the education of a child or young person must be a cooperative effort with the family. It is the parental responsibility to see that children are taught a proper understanding of the world. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered worldview. ~Deuteronomy 6:6-7 ~
10. WE BELIEVE people were created to exist forever either eternally with God through forgiveness and salvation (Heaven), or eternally from God by sin (Hell). ~John 3:16, 14:17 ~ Romans 6:23, 8:17-18 ~ Revelation 20:15 ~ I Corinthians 2:7-9 ~

Membership

KACP is a member of the Hillsborough County Christian Educators' Association (HCCEA) and the Southern Baptist Association of Christian Preschools. HCCEA's vision is to demonstrate God's love and truth to the educational community. SBACS' mission is to promote the education of children toward a Biblical worldview by providing information, training, fellowship and avenues of influence for pastors, educational leaders and God's people.

Nondiscriminatory Policy

Kings Avenue Christian Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, and programs.

The following conditions will be considered when admitting students. These conditions include but are not limited to:

- If KACP does not have a program to meet the needs of a student, admission will be denied and all monies paid, except for the registration fee, will be refunded. **(PLEASE NOTE: KACP is NOT qualified as a "special needs" facility. Our staff is not trained to deal with students who are hearing impaired, sight impaired, physically limited, learning disabled, emotionally or mentally challenged.)**
- ***Students must meet the age requirements by September 1 in order to enroll in these grade levels. All preschoolers, except 2-year olds, must be potty trained.***

CAMPUS PROCEDURES

Office Hours

The school office is open from 7:30 a.m. to 6:00 p.m. during the school year.

School Hours

Half-Day Preschool ----- 8:00 a.m. – 12:30 p.m.

Full-Day Preschool----- 8:00 a.m. – 2:45 p.m.

Early Release - Half Days:

K-3 AND K-4 ONLY----- 8:00 a.m. - 12:30 p.m.

Extended Care

Times:

Morning Care ----- 7:00 a.m. – 7:45 a.m.

Afternoon Care ----- 3:00 p.m. - 6:00 p.m.

NOTE: ALL students must be registered and have a contract on file to participate in Extended Care (per State of Florida child care regulations). Failure to remain current on expenses may result in your child's removal from the extended care program.

All students must be under adult supervision at all times. **Under no circumstances should any child be left on campus before 7:00 a.m. or after 6:00 p.m.**

Arrival and Departure

All K-3 and K-4 students are to arrive at school no earlier than 7:45 a.m. unless enrolled for extended care. **For the safety of all students, please do not attempt to have a conference with staff members during car line. Please schedule an appointment at a more appropriate time.**

ALL students are to be dropped off in the designated area ONLY! Do NOT park in the rear of the building and enter via the back doors. Please do NOT park and leave your vehicle blocking traffic. If you need to park and walk in, please use designated parking areas. REMEMBER: All lanes are ONE-WAY. Please follow the signs located at the entrance of the campus and maintain a maximum speed of 10 mph at all times.

After-school: To expedite pickup procedures, a student name card has been issued to you. This card **MUST** be in your vehicle and displayed prominently in the front left side of the windshield. Please do not walk between the cars, but use the sidewalks by the main building. Students may not cross the pick-up lanes or enter the parking lot without an adult.

Late Pickup Fees: Students should be picked up no later than 15 minutes after the dismissal time. Students remaining after 3:00 p.m. will be taken to extended care. A late fee of \$5.00 per 15-minute interval will be assessed until 3:30 p.m. Students remaining after 3:30 will be considered a drop-in and the \$15.00 fee will be charged. Parents will incur a \$1.00 per minute fee for each minute after 6:00 p.m. (\$5.00 minimum charge).

Closed Campus

KACP operates under a closed campus policy. All visitors must register with the school office and present a valid driver's license to receive a visitor's pass. Visitors found anywhere on campus during school hours without a pass will be asked to return to the office for the proper identification. This is for the safety of all staff and students. Parents must identify those persons with permission to pick up their children. Any changes in that information must be given in writing in advance of a child leaving campus.

Early Dismissal

Students will be released only to parents or guardian and persons on the emergency and authorized pick-up list signed by parents. Proper identification and parental consent is required before the student is released to anyone other than the parent or guardian.

Attendance Policy

Students are expected to attend school daily, barring illness or family emergency. Please make every effort to arrange vacations and other appointments after school hours or during scheduled holidays and days off.

Absence

1. When your child is absent, call the **school office at 684-9453** before 9:00 a.m. Notify the school of your child's absence, the reason, and the anticipated length of the absence. A doctor's excuse is required for 3 or more consecutive days of absence.

Student Health and Welfare

The physical health and welfare of each student is of highest priority at Kings Avenue Christian Preschool. We realize that our effectiveness in teaching spiritual, academic, and emotional truths is largely dependent on the physical well being of the child. Please take the initiative to keep your child at home when he/she is ill, for his sake and for the sake of other children. Never send your child to school with a fever, even though he/she feels fine.

Personal Injury and Accident

An accident resulting in personal injury, no matter how minor, is to be reported to the teacher or school office immediately. An accident report will be completed and kept on file.

Illness

Parents will be contacted if a student has a temperature 99.4 F or higher, has vomited, has head lice, diarrhea, or another communicable condition. The student **must** be picked up by a parent or authorized person within the hour. **Students who have vomited, had diarrhea or had a fever within the past 24 hours may not be brought to school.**

Medication Policy

Any children required by their physician to take medication at school, must have the appropriate form completed by parent prior to any administration of medication. All medication will be stored by office personnel. This includes over-the-counter medications, such as cough syrup, aspirin, allergy pills, breathing treatments, et cetera. Medications cannot be left in the classrooms.

Lunch and snacks

Students will pray with their teachers daily prior to eating. Lunches will be packed in brown paper bags or lunchboxes that do not contain inappropriate cartoons or pictures. **Lunches will not be refrigerated or reheated. Please be advised that no lunches from outside vendors (i.e. fast food) will be allowed under any circumstance.** Please insure that your child brings a healthy and balanced lunch that includes a beverage (carbonated drinks / sodas are NOT allowed).

Personal Belongings

We provide an ample supply of toys, games, and equipment for the enjoyment of all our children. Due to the possibility of loss or damage, we request that personal items of this nature (other than a stuffed animal or the like to nap with) not be brought to the center. If your child does bring a personal item, it must be safe, non-disruptive, and have the child's name clearly marked in permanent ink. If the item is lost or damaged, KACP, any other child, nor the parent of any other child, will be held responsible for the loss or damage of the item.

Field Trips / Volunteer Drivers

Off-campus field trips are only for K-4 students. Field trips are intended to be educational and beneficial to the student. It is important for the student to attend planned trips. KACP makes every effort to keep the cost of these field trips to a minimum, and we cannot accept passes or discounts for admittance. **All permission slips and necessary fees are due by the date indicated on the announcements. Late payments or repeated poor conduct may result in not being allowed to attend the activity.**

KACP will use parent transportation through approved parents that have qualified using the following guidelines:

- The parent must be registered in the school office as a volunteer driver at least two weeks prior to serving in this capacity. A copy of the driver's license is required. A copy of the insurance policy showing current coverage must be provided as well as a copy of the vehicle's registration. This must be provided each year, even if you have been approved in the past.
- There must be one seatbelt (and car seat if required) for each passenger.
- Student emergency forms signed by the parent must be carried by the teacher for each student going on the trip.
- For insurance and supervision reasons, non-KACP students and siblings are **not allowed** to attend field trips.
- Parents are encouraged to set an example by following modest dress guidelines when on school campus and at school activities.

Parent Volunteers / Visitors

All parent volunteers and visitors **must** sign in at the school office upon arrival on campus. Parent volunteers and visitors are not allowed in any other part of the campus except for the designated area to which they are assigned. The following guidelines are established to control unauthorized visitors on campus:

1. All volunteers and visitors are limited to only assigned designated areas.
2. Volunteers or visitors are allowed in the classroom when attending a scheduled event approved by school administration.
3. Parents may observe classrooms for thirty (30) minutes a visit. These visits should be prearranged with school administration.
4. Volunteers and visitors must sign the log located at the school office and present a valid driver's license to receive an approved badge. Badge must be worn at all times while on campus. Driver's license will be returned to visitor at the time the badge is returned to the school office upon departure and signing out of the visitor's log.
5. Only screened staff members are allowed to supervise students.
6. Parents are encouraged to set an example by following modest dress guidelines when on campus and at school activities.

Reminder: For the safety of all students, please do not attempt to have a conference with staff members during car line. For the safety of all children being supervised, we ask that you please schedule an appointment at a more appropriate time.

Classroom Parties

Parties will be permitted at Thanksgiving, Christmas, Valentine's Day, Easter, and at the end of the year only. (No parties are permitted around Halloween, which is not to be observed). Please be aware there are certain holidays where guidelines apply in keeping with our Christian faith (no secular characters or symbols). We will issue reminders about these things in school communications.

Student birthday parties within individual classrooms are acceptable (no gifts, please). Parents may bring refreshments for the class on these special days. The teacher must be notified in advance. Celebrations should be kept simple. **Check with school administration before planning for visitors or anything other than simple refreshments that consists of a drink and one snack item.** No costumed characters should be invited to school parties. Parties are scheduled during the last thirty (30) minutes of the school day.

If your child is having a birthday party and you are giving out invitations, please do so through the mail. If every child in the class is invited, then the teacher may distribute them.

Bible Teaching/Chapel

Morning devotions will be held in each classroom, including prayer time and pledges to the Christian and American flags and to the Bible.

Chapel services are held weekly for all students. Students sing worship songs and choruses, hear testimonies, and hear character-building messages from God's Word. Parents are encouraged to worship with us at chapel services.

Fire / Severe Weather Drills

Fire and severe weather drills are practiced periodically. Evacuation plans are posted in each classroom. Students will be expected to remain silent during any type of drill. All persons on campus must exit the building during a fire drill.

Hurricane Policy

KACP will always close when a "Hurricane Warning" has been issued. In all other instances, we will follow Hillsborough County Schools, unless Hillsborough County Schools are not in session. In this case, tune in to your local stations for updated school closings. You may also contact the school for a special recorded message on the day in question.

Emergency Evacuation

Arrangements have been made with Southside Baptist Church of Brandon for evacuation refuge in the event of a disaster. Southside Baptist Church is located at 415 West Lumsden Road. All students will be directed to this location in the event of fire, tornado, hurricane, or any other natural disaster or emergency. Students will be released to parents with proper identification from the evacuation shelter.

FINANCIAL PROCEDURES AND POLICY

Fees/Payments

The registration fee must accompany the enrollment application (all students). This fee covers processing of the application and student accident insurance. *This fee is non-refundable and will not be prorated at any time.*

The curriculum and resource fee is due June 1. This fee covers the purchase of textbooks and some consumable supplies that are not included with requested supplies by the teacher throughout the year. This fee also includes one (1) school/field trip t-shirt that will be worn for field trips and one (1) blue communication folder. Lost or replaced folders will be issued at a cost of \$3.00 each. This fee is non-refundable.

Payment options for tuition:

1. Pay the full amount for each child on or before July 1 to receive 5% discount on tuition (no other discounts will be applied).
2. Pay by payroll deduction if you are a school or church employee.
3. Pay in ten payments beginning on July 1 and ending on April 1.

Discounts: Members of Kings Avenue Baptist Church will receive a one-time family discount of \$200, which will be applied to the first child enrolled.

Multiple child discount is \$200. This discount will be applied to the second, third, etc. child enrolled. No other discounts will be applied.

Tuition payments will be submitted in the form of a check payable to KACP. If paying in cash, do so in person at the school office. All cash payments will be issued a receipt as proof of payment. Tuition payments may be brought to the school office on or before the due date or remitted in your child's blue folder only. The envelope should have the child's name with **TUITION** marked legibly on the front. It is not the child's or the teacher's responsibility to insure receipt of payment; it is the parent's. **Do not hand a tuition payment to any staff member or teacher while in the car line.**

Late payments

1. Non-sufficient funds (NSF) fees for checks or debts that are returned will be set at \$30.00 per occurrence. After two consecutive recurrences of NSF checks, the school's financial secretary will request that all future payments be made by cash, money order, or cashier's check.
2. Any funds owed to KACP not paid in a timely fashion will result in the following action:
 - Tuition payments are due on the first of the month. A late fee of \$25.00 will be charged to an account on the 11th of the month, each month that the account is past due.
 - A letter will be sent when the account is 30 days late.
 - A final letter issued by the School Board will be sent if an account is 45 days past due. This letter will give fifteen days to pay the account in full or make payment arrangements acceptable to the School Board. If the account is not brought current, per payment arrangements, your child will be withdrawn from KACP.
3. **ALL past due balances with KACP must be paid in full before any student can be enrolled for the upcoming school year.**

All financial questions should be directed to the Financial Secretary. The Director, staff members and teachers will not be able to assist regarding financial information.

Withdrawal

You must notify the Preschool Director and give thirty (30) days written notice of your intent to withdraw your child from our program. There will be no refunds on tuition already paid. All tuition payments must be current at the time of withdrawal.

ACADEMIC STANDARDS

Preschool teachers will update parents on their child's progress through conferences, written communication, and quarterly reports.

Parent-Teacher Conferences

Conferences may be scheduled throughout the year as deemed necessary by either parents or teachers. Please call the school office to arrange a conference with the Director. A message will be relayed, and the Director will contact you to set an appointment. Spur-of-the-moment meetings will not be arranged unless it is an extreme emergency. In situations unresolved by the teacher or Director, parents may request a conference with the School Board. To arrange a conference with the School Board, please notify the school office in writing. Please include the reason for your request. The Director will contact the board's chairperson. The Director will contact you with a time set that is convenient for all parties.

Preschool Dress

Preschool students may wear jeans, shorts, or long pants. All clothing should be in good condition; torn clothes are not permitted. The children are encouraged to dress for chapel on Wednesday's. Children should dress appropriately for the weather. All outer garments such as coats, sweaters, hats should be marked clearly with the child's full name

The following items are **NOT** allowed:

Tank tops, sleeveless blouses, spaghetti strap blouses, halter-tops, midriff shirts, sandals, open-toe style, or strapless shoes, and hats.

Logos on any clothing item representing non-Christian values should not be worn, especially certain holiday items. Mohawks and other distracting hair styles are not permitted.

Holidays – Non-School Days

Please review School calendar for holidays, early release, and days off for the school year.

Field Trips

The school (or field trip) t-shirt must be worn to all scheduled field trips. One (1) school/field trip t-shirt will be issued by school administration per student, per family, per school year and is included in the book and supply fee. Additional t-shirts may be purchased from the school office for a fee. Blue jeans may be worn on field trip days. Jeans must be neat, full length, loose fitting, but not baggy and worn correctly at the waist. Students who do not follow KACP dress guidelines for field trips will not be permitted to attend. These students will be sent home or parents will need to provide proper field trip uniform if time permits.

Backpacks /Tote Book Bags

Preschool students are issued a KACP tote bag each year and a fee will be charged to your account. One (1) tote bag will be issued per student, per family, per school year. As needed, replacement tote bags may be purchased from the school office.

DISCIPLINE

- We desire that discipline will be communicated in a loving way to the child. We also strive to maintain clear lines of communication with the home to prevent serious problems from developing. KACP emphasizes positive re-enforcement for discipline. Teachers are trained to redirect any negative behavior. Age appropriate time-out is also used for discipline. Children who regularly exhibit violent behavior such as hitting, kicking, throwing, biting, will be expelled.

MINISTRY OPPORTUNITIES AT KINGS AVENUE BAPTIST CHURCH

Established in 1979, Kings Avenue Baptist Church is affiliated with the Southern Baptist Convention and is in agreement with the doctrinal statements found in the Baptist Faith and Message. KABC actively supports missions with our time and finances, offer children a Christian education through Kings Avenue Christian Preschool, equip believers through various discipleship opportunities, and provide a Christ-centered praise and worship experience.

KABC is located on Kings Avenue in Brandon, Florida. The church is well known in the community for its "Walk through Bethlehem" presentation during the second weekend of December. This community outreach provides people an opportunity to travel back in time to first century Bethlehem to witness the birth of Christ.

KABC is a family-oriented church with ministry opportunities for every age.

SUNDAY

- 8:15 a.m. Sunday Morning Worship Service (Traditional)
- 9:30 a.m. Sunday School / Bible Study
- 10:45 a.m. Sunday Morning Worship Service (Contemporary)
- 5:30 p.m. TREK (7th - 8th Grade)
- 6:00 p.m. Youth REC & Bible Study (9th-12th Grade)

- 6:00 p.m. Sunday Evening Service

WEDNESDAY

- 6:00 p.m. Youth Activities
- 6:45 p.m. AWANA (PreK3 - 6th Grade)
- 7:00 p.m. Adult Bible Study and Prayer

KABC also offers small groups on various days and times. Call the church office at 685-3095 for more information on these or any of the other ministries.

