

Bannockburn Baptist Church

KINGDOM KIDS WEEKDAY

PARENT HANDBOOK

“...we will tell the next generation the praiseworthy deeds of the LORD,
His power and the wonders He has done.” Psalm 78:4

7100 Brodie Lane Austin, TX 78745
www.bbcfamily.com

Director: (512) 892-2703 x228
Program Assistant: (512) 892-2703 x237
During KKW Hours: (512) 892-2703 x288

July 2011

Dear Friend,

As former participants in KKW, our family knows first-hand the impact this program can have on home life. Welcome to this exciting year of ministry! At Bannockburn, our goal is to help the home grow into the spiritual growth centers for children that it was meant to be. We believe you have been uniquely equipped to raise your children better than anyone, and we want to help you win in that area. You are God's gift to your child!

If you are new to KKW, you will discover quickly that this is far more than a child care program. This is an extension of our overall ministry, and our goal is nothing less than helping you make your home all that it can be. If you are not attending church regularly, I want to invite you to join us for worship this Sunday morning. Our Sunday morning Kingdom Kids program is the perfect complement to the wonderful work your child is already enjoying here.

Don't hesitate to call on me if I can ever be of help to you. I am praying that this year is the best yet!

Blessings,

Ryan Rush
Senior Pastor, Bannockburn Baptist Church

July 2011

Dear Family,

Welcome to Bannockburn Baptist Church and Kingdom Kids Weekday!

I am delighted that you have enrolled your child in KKW at Bannockburn. The upcoming year will bring change and growth in your pre-schooler's life - we recognize the privilege God has provided us as we partner with you in this year of growing and learning.

This handbook has been prepared just for you! Many of the questions that families have at the start of a school year, or throughout the school year, are answered in the KKW Handbook. Please print and read to become familiar with the KKW policies and the basic information provided for your family. If you have questions that are not answered in the Handbook, feel free to contact us by phone or email.

We are praying for you and the other KKW families throughout the school year. If you have any specific prayer needs, feel free to share those with one of our staff.

Thank you for letting us share this year with your family. We know how very special these days are!

Telling the next generation,

Terre King
Director, Kingdom Kids Weekday

Bannockburn Vision

1 Mission: Guiding children to become passionate followers of Jesus Christ, one home at a time.

2 Settings: Church & Home

3 Questions: Who is God? What is true? Why am I here?

4 Habits: Discover, Worship, Invite, Give

Core Values

- Truth with Compassion, demonstrated by showing we care by sharing God's Word
- Prayer with Expectation, demonstrated by recognizing and documenting God's activity in our lives
- Family with Application, demonstrated by including the whole family in all areas of children's ministry
- Leadership with Multiplication, demonstrated by modeling and involving others in ministry

Goals

Our goals are to provide:

- A program that is an extension of Bannockburn's vision and ministries to families.
- A nurturing, developmentally appropriate environment that allows each child to grow and develop as God intended- mentally, physically, spiritually, socially and emotionally.
- A variety of Bible-centered activities and opportunities for young children to learn biblical truths. Build their first impressions of Who God is, how special His word and world are, and how much He loves each one of us.
- A witness of Christ and His church to all children and families.

Curriculum

The curriculum and lesson plans are based primarily on the WEE Learn series published by Lifeway in Nashville, Tennessee. It is a Bible-based curriculum that:

- offers children choices in learning activities
- provides hands-on learning experiences
- provides opportunities for children to think and solve problems
- provides foundational faith steps, as well as , foundational steps toward a love and eagerness for learning
- gives children opportunity to grow, develop, and enjoy success

Scripture Bites, published by Standard Publishing, is also used as a supplemental curriculum.

Program Information

AGES: Six months (by September 1) through the year before Kindergarten

TEACHER/CHILD RATIO: (maximum numbers for class size)

<u>Age</u>	<u>Teacher</u>	<u>Group Size</u>
Babies/Creepers	2	8
Toddlers	2	10
Twos	2	10-12
Threes	2	10-12
Fours and Fives	2	12-16

HOURS: Each Monday and Wednesday during the school year from 9:00am to 2:00pm.

HOLIDAYS: We use the Bannockburn Christian Academy school calendar to determine our calendar. Holidays are listed on the KKW Important Dates link on the church website.

FEES: Bannockburn's Kingdom Kids Weekday ministry is nonprofit. All fees are based on budget requirements and are non-refundable.

REGISTRATION FEE: \$25.00 per child
One time fee (non-refundable)

SUPPLY FEE: \$50 per child
One time fee (non-refundable)

TUITION FEE: \$166/month for the first child, due monthly
\$156/month for each additional child in the family, due monthly

Tuition is based on an average of the total number of KKW days and will be the same amount each month beginning in August and ending in April. Tuition is due by the first Wednesday of each month. A late fee of \$10.00 will be applied after the due date. We only accept checks, cash, or money orders for payment. You may send payment via your bank's bill pay service. Any returned checks will have a \$35.00 fee.

We ask all families to donate a few supplies at the beginning of the year in order to help keep our tuition low. Please send a box of tissues, a refill of diaper wipes, and gallon zip bags. Again, remember that donations are per each child enrolled. Your donations are greatly appreciated.

Calendar of Activities

In addition to the KKW Calendar that is posted on the website, your child's teacher will send home a calendar of events for each month or make note of anything that has changed from the original KKW calendar. Any special event, guest, celebration, etc. will be listed on the monthly calendar.

Daily Schedule

The day's schedule includes a balance of vigorous and quiet play, indoor and outdoor activities and small-group and individual experiences. Teachers are flexible and sensitive to the children's' ages and needs in planning activities.

Your child's day may look something like this:

Arrival	9:00am
Learning - center activities	9:00 - 10:00
Snack	10:00 - 10:30
Outside or gym play	10:30 - 11:00
Group time	11:00 - 11:15
Art/Skills	11:15 - 12:00
Lunch	12:00 - 12:30
Free time/Book time	12:30 - 12:45
Rest/Nap	12:45 - 1:45
Departure	1:45 - 2:00pm

It is important to arrive on time. KKW begins at 9:00am. It benefits the children to be here at the start of the day so they don't miss scheduled activities. This also allows for a smoother transition for children already busy in the classrooms. Also, pick-up time begins at 1:45pm. Please arrive on time to pick up your child or call to let us know that you may be late. Late charges may be assessed if late pick-up becomes routine.

Policies

These are the current policies for Bannockburn Baptist Church Kingdom Kids Weekday. There are times when a situation occurs and a change in policy needs to be addressed or a new policy needs to be established. You will always be notified by the KKW director of any policy change or new policy that occurs during the KKW year.

ENROLLMENT/FEES

We begin enrollment every February for the following school year. If you are already enrolled in the program and would like to enroll your child again the next year, you have first priority at the time of registration. If you have siblings who were not in the program, you may register them as well. We will register siblings as space allows. When registration for currently enrolled families ends, we will register church members and after church members, we will hold open registration. Enrollment is on a first-come, first-served basis. A **registration fee** must be paid at the time of enrollment with your child's registration form.

At any time during the registration process, rooms may become full and we will begin a waiting list for that room. In the event that you are placed on a waiting list, there is no cost or obligation. We try to fill classes by contacting families in the order that they are on the waiting list, but there are times when the director must make placement decisions based on the needs of the classroom and not necessarily by the order of the waiting list. *Please note that our waiting list is purged every year and we begin a new list each spring for the following school year.* We appreciate your understanding in this particular matter.

We do not typically replace children in the current year after registration has occurred because of the short time remaining in the school year, and because we cannot guarantee a spot for that child in the next school year.

Tuition is to be paid monthly by the assigned date beginning in August and ending in April. You may place your check in the payment box located beside the aquarium on the first floor. There will be a late fee of \$10.00 for payments received after the assigned date due. Payment may be made with cash or check. The returned check fee is \$35.00. Please make checks payable to Bannockburn Baptist Church or simply BBC-KKW.

WE ARE NOT ABLE TO MAKE REFUNDS DUE TO ABSENCES, CANCELLATIONS OR BAD WEATHER.

WITHDRAWAL

We require a 30-day written notification with payment of early withdrawal balance attached. Please contact the KKW office to get the early withdrawal balance prior to the 30 days notice. This allows us time to contact families from the waiting list and replace your child in the classroom.

If you need to withdraw after March 31, you will not receive a refund of the prepaid tuition.

If you need to withdraw after the registration process for the following year has been completed, and your child is registered for the following year, you will need to pay full tuition payments for the remainder of the current year in order to guarantee your spot in the fall. (i.e. you decide in March to withdraw beginning April 1, but still want the spot you have registered for the fall, you will need to pay April and May tuition fees.)

CLASS ROOM LISTS

Every effort is made to place your child in the classroom which is best for him/her developmentally. We use birthdates as our main criteria for classroom placement, however, it is not the **ONLY** criteria. Because enrollment changes year after year, the class will most likely change from year to year. Therefore, if your child is with a certain child or a group of children one year, they may not be with that child or group of children the following year. As much as we would like to guarantee this or make adjustments for families, we simply cannot.

BAD WEATHER DAYS

We will follow AISD school closings due to bad weather or other emergency closings. Listen to local news and radio stations for AISD cancellation status. We will open as late as 10:00am if AISD is postponed. If AISD is postponed later than 10:00am, Kingdom Kids Weekday will close for the day.

IMMUNIZATION RECORDS

Please provide Kingdom Kids Weekday with a current copy of your child's immunization records. A Medical Information form must be completed and notarized for each child attending KKW.

We will not accept any children unless we have a completely up-to-date immunization record on file.

EMERGENCY MEDICAL CARE

All children who participate in the Kingdom Kids Weekday program are required to have a completed "Emergency Medical Care" form. This form must be notarized and have all information completed. The completed form is due the first Wednesday in August along with the first tuition payment. We will not be able to allow your child to come to school until we have this information.

CHILD'S HEALTH

We only accept well children. We are depending on parents to help us maintain this policy. Should a child have any illness diagnosed by the doctor as a contagious disease, please notify the KKW office so that other parents can be alerted.

DISEASE

READMISSION

Chicken Pox	after 7 days and all blisters healed
Conjunctivitis (pink eye)	note from physician
Head lice	after medicated shampoo and nit free
Impetigo	after treatment for sores
Measles	after 4 days from rash outbreak
Mumps	9 days after swelling began
Pertussis (whooping cough)	after 5 days on antibiotics
Strep	24 hours after antibiotics

These are all reportable diseases. The KKW office must be contacted before your child is readmitted into classroom.

Parents are asked to keep their child home when the child:

- Gives evidence of a fresh cold or sinus infection
- Has sore or discharging eyes
- Has an unexplained rash
- Has had vomiting, diarrhea, sore throat or fever within the last 24 hours
- Has any skin infection

Children must be free (without the aid of medication) of symptoms for 24 hours before returning to school. A parent will be asked to come and get a child should any symptoms of illness occur during the day. A sick child will be isolated from the other children until the parent arrives. Your child's teacher will also let you know if your child has been exposed to a contagious disease in the classroom.

We cannot give your child any medication (this includes inhalers). If your child needs to take medication anytime during the program hours, you are welcome to come and administer it yourself.

ARRIVAL AND DEPARTURE

The classroom will be open at 9:00am. Our staff meets each morning for devotional prayer time. The teachers need time to prepare the rooms and gather their teaching materials. Please do not enter the classroom before 9:00am.

We also encourage you to be prompt in picking up your child **between 1:45 - 2:00pm**. If you have more than one child enrolled, please arrive in time to have all your children picked up **by 2:00pm**.

We use a security check-in system. Use the last four digits of your home phone number to check in your child(ren). When you check in, a two part label will be printed out with information about your child. You will give one part to the teacher at arrival, and the other to the teacher upon pick-up.

A reliable person must leave and pick up your child. The person who brings the child must stay until the child has been checked into the program. Your child will be sent home only with persons known by the staff to be authorized to pick up the child. If you give the director/teacher permission for someone else to pick up your child, this person must present a photo identification before your child is released to them.

LATE PICK-UP

The Kingdom Kids Weekday program ends at 2:00pm. The departure time is from 1:45pm until 2:00pm. There is a fee of \$10.00 for every 10 minutes, after 2:00pm. If you are running late, please call the KKW Office at 892-2703 to notify us. If you need to speak with someone personally and no one has answered the KKW line, please call the main church number at 892-2703 and ask the church receptionist to locate us. After 2:15pm your child will be brought to the KKW office to wait your arrival.

LUNCHES/SNACKS

Your child should bring a nutritious lunch and a drink in a lunch box or lunch sack. We do not have refrigerator space available to store lunches or bottles. Please **do not send** food that needs to be heated, candy, gum, carbonated beverages, Go-gurts or any type of pudding or applesauce in a tube. A simple dessert is acceptable (i.e. Jello, pudding, vanilla wafers). **Label both lunch box and cup with the child's name.** Parents of infants are asked to bring at least two bottles labeled with the child's name.

If there is a child with a peanut allergy in your child's classroom, you will be asked not to send items made with peanuts in your child's lunch. Such items will not be served. We take every precaution to keep each child safe in the classroom.

A small snack is served mid-morning each day. All children enrolled in Kingdom Kids Weekday are asked to bring a snack food (from the snack list) to KKW three times during the course of the school year. Snacks will be collected at the check-in desk during the months of August, December, and March. The snacks will be used at snack time each day of KKW. Snack donations are one boxed item per child enrolled in the program. You may purchase brand name, generic, or store brand. Please do not send juice as a donation item.

Snack Donation Suggestions: saltines, ritz crackers, club crackers, graham crackers, cheeze crackers, animal crackers, vanilla wafers, teddy grahams, goldfish, apple jacks, froot loops, kix, pretzels

BIRTHDAYS AND SPECIAL PARTIES

Yes! We celebrate birthdays! A special birthday snack may be provided to be shared during your child's snack time or as a dessert after lunch. You may also provide a drink and special cups and napkins if you wish. **NO GIFTS PLEASE.** This is not intended to be a birthday party for your child. **NO BALLOONS, PARTY HATS, DECORATIONS, ETC.** If you bring invitations for birthday parties to KKW to be passed out, please make sure that there is one for every child in your child's classroom. **If you plan to recognize your child's birthday, please make arrangements with his/her teacher prior to the special day and be sensitive of any allergies.** Parents may also wish to provide special cookies, drinks and napkins to celebrate Thanksgiving, Christmas, Valentine's Day, and Easter. Again, please make these arrangements with the classroom teacher and be sensitive of any allergies.

CLOTHING

Dress your child comfortably in clothing and shoes that are appropriate for vigorous and sometimes messy activities which will occur indoors and outdoors. Although we do not intend for any child's clothing to become the art project for the day, it certainly could happen! **Please label all sweaters, coats, diapers, hats, etc. with your child's name.** Please send all children an extra change of clothing, socks, and if needed, a sufficient supply of disposable diapers/pull-ups. Please make sure your child's shoes fit correctly. Ill-fitting shoes may inhibit your child's physical development. Sneakers and tennis shoes are best for climbing and playing at KKW. Please do not allow your child to wear dangly jewelry, as this may be a safety and choking hazard.

THINGS TO BRING DAILY

Below is a list of items your child(ren) need to bring each day to Kingdom Kids Weekday.

Please be sure to label all items with your child's name.

BABIES:

- Please provide an adequate supply of bottles, a "sippy cup" (milk, juice, water, etc.), and all nutritional needs for your baby (baby fork/spoon, cereal, finger foods, etc.) We do not have refrigerator space available to store lunches and bottles.
- Diapers and wipes
- A complete change of clothes (including socks)

TODDLERS:

- Please provide a lunch of finger foods. We do not have refrigerator space available to store lunches.
- A "sippy cup" (for juice at snack time) labeled with your child's name
- Diapers and wipes
- A complete change of clothes (including socks)
- A rest mat and blanket for rest time

TWOS:

- Please provide a lunch and drink in a lunch box or lunch sack (no carbonated beverages). We do not have refrigerator space available to store lunches.
- Diapers and wipes or training pants if potty training
- A complete change of clothes (including socks)
- A rest mat and blanket for rest time

THREES AND FOURS:

- Please provide a lunch and a drink in a lunch box or lunch sack (no carbonated beverages). We do not have refrigerator space available to store lunches.
- A complete change of clothes (including socks)
- A rest mat and, if desired, a blanket for rest time

REST TIME

Rest time is a scheduled activity in most classrooms. Usually rest time is at the end of the day. Your child should have a rest mat and a small blanket to use during rest time. Please label both with your child's name. The rest mat and blanket will be sent home every Wednesday to be cleaned. If you do not want your child to participate in rest time, let your child's teacher know that you will pick up your child before rest time begins. If you do not come before the class is scheduled to rest, then your child will be required to rest with the other children.

TOYS

The church provides a variety of toys for all children. It is best for children to leave personal toys at home unless they are needed for security or during rest time. Occasionally, your child's teachers may allow your child to bring certain items for show and tell, nature activities, or special days.

SPECIAL EVENTS

From time to time the children may participate in special events such as: zoo show, professional or a visit from a community helper. A small fee is sometimes required. You will be notified in advance.

COMMUNICATION AND CONFERENCES

We would like to know about your joys and your concerns regarding your child and this ministry. If you need a conference with the director or a teacher, we will be happy to arrange a conference time with you.

You may need to give the teacher a brief message at times, but please do not engage her in lengthy conversation during arrival and departure times when her duty is to care for the children.

Please feel free to call the director at 892-2703 x228. The phone line is equipped with voice mail, so if necessary, you may leave a message. You may also email the director through the church website- bbcfamily.com

OBSERVATION IN THE CLASSROOM

You are always welcome to come and observe in any of the classrooms at any time. Please notify the director if you're on your way to observe in a classroom. Parents and grandparents are also welcome to come and be your child's guest for snack or lunch at any time. Please notify the teacher ahead of time. For any classroom visit, we ask that you check in with KKW staff and get a visitor badge before entering the classroom.

PARENT INVOLVEMENT

We encourage you to be involved in this ministry with your child as much as you would like to be. Talk with your child's teacher about sharing your talents or special interests with a class, assisting at class parties, or reading a story to a class.

KKW is frequently in need of substitute teachers. Substitute teachers are needed for our regular KKW days and during our teacher work days (2nd Friday of each month). If space allows, you may bring your children who are not enrolled in KKW on the days you are working as a substitute. If you would like more information about working as a substitute, please contact the director to pick up a KKW application and background check.

DISCIPLINE

For the welfare of each child, as well as for the class as a whole, discipline must be maintained. Bannockburn Baptist Kingdom Kids Weekday uses a positive approach to discipline by helping to direct children towards appropriate behavior. Teachers help the children to develop self-discipline and inner control over their actions by setting limits, redirecting the child when necessary, using patience, love and understanding and by talking about acceptable ways of handling situations when they arise. We try to make sure that while the child must realize that we do not always like his actions, we *do always love him/her*.

Sometimes a child may be removed from class action for a few minutes until he feels he can control his behavior. Should he be extremely overwrought, he may spend a little time in the director's office, away from the other children. Our desire is to help the child and not allow him to cause harm to himself or to others. We *never* spank a child. A child is never left alone, and at no time do we wish to humiliate a child.

DEALING WITH BITING

If a child receives a bite, the area is washed with soap and water, a topical antibiotic is applied if necessary, and a cold compress is applied to the area that was bitten. The child that was bitten will receive additional attention to help him feel secure.

We communicate with the child who did the biting that biting hurts our friends and is not permitted at school. We do not scold or humiliate the child. If the same child continues to bite, the child is either removed from the classroom or placed in a safety bed inside the classroom for a limited amount of time. The child will always remain in sight of the teachers or office staff. A second occurrence will result in the child being removed to the director's office for a time out. Should the biting persist, a parent will be called to pick up the child. Parents of all the children involved will be notified. The name of the child who did the biting is kept confidential.

STAFF

We are blessed with a caring, loving, competent, and experienced staff, who we believe, have been God's provision to this ministry.

CHILD PROTECTION

Our staff is trained in CPR and First Aid.

By law, we are required to call the child abuse hotline if we suspect abuse or neglect of any child.

If anyone comes to pick up a child and seems under the influence of a controlled substance, we will offer to pay for a cab. If the person insists on taking the child, we will call 9-1-1 and report the situation. We will retain the child and contact the Emergency Contact listed on your child's registration form and ask them to pick up your child until we receive further information from the local authorities.

PLEASE NO SOLICITATIONS!!

THESE POLICIES WILL BE STRICTLY ENFORCED.