



# PARENT HANDBOOK

*“Kids Achieving Excellence In An Excellent Environment”*

*Revised 8/2019  
COPE Board of Directors*

# MISSION

Our motto at Kingdom Kids Child Development Center is “*Kids Achieving Excellence in in an Excellent Environment.*” Our goal is to provide both a Christian and educational atmosphere for preschoolers as well as school-age children. Preschoolers will be exposed to age-appropriate educational activities that should accelerate their academic achievement. We understand that school-age children sometimes have difficult days at school, and anticipate having some loosely structured activities.

The children will participate in developmental activities led by our well-trained professional senior staff, group leaders, and aides. We strive to assist in the spiritual, social, emotional, and physical development of each child. Children are free to develop and advance at their own pace. Children of all abilities are welcome in our Center regardless of special health or developmental needs. We individualize our activities to meet those needs and welcome specialized service providers, such as therapists or nurses with parent or guardian permission.

Kingdom Kids Child Development Center (the “Center”) is an entity of the City of Peace Enterprises, Inc., which is the Community Development Corporation of Shalom Ministries Christian Center. As such, it is founded on Christian principles.

# **GENERAL ADMINISTRATION**

## **Center Hours**

The Center's hours of operation are 6:30 a.m. - 6:30 p.m. Monday through Friday.

## **State License**

Kingdom Kids Preschool & Before and After School Programs are licensed by the State of Maryland (Child Care Administration License Number 16120375). The license is displayed at the main entrance of the Center. We are inspected periodically by our regulatory agencies to ensure that your child receives the best in the areas of health, safety and any specific requirements mandated by the state.

## **Administration**

Administration of the program will be directed according to state and local written policies and procedures. Administrative policies will dictate a wholesome and caring atmosphere so that everyone will feel a sense of belonging that should permeate the entire Center. Communication with staff will be maintained through verbal, written, via email, and on the website, including reference materials such as the Parent Handbook. At Kingdom Kids it is our goal to serve families with children of varying abilities and special needs. We will do everything within our capabilities to ensure that all children are provided a safe learning environment.

## **Staffing**

The Center will maintain the appropriate student-teacher ratio required by the state. Adequate staff will always be on duty to provide individual attention to all of the children. Staff development is a necessary and essential component of our program. Staff will receive ample training throughout the school year to enhance their skills and promote healthy and wholesome relationships with the children.

## **Philosophy Statement**

Our motto at Kingdom Kids Child Development Center is "Kids Achieving Excellence in an Excellent Environment." The children will participate in developmentally appropriate activities. We strive to assist in the spiritual, social, emotional, linguistic and physical development of each child. In our program we believe children should be free to

develop and advance at their own pace. Children of all abilities are welcome in our center regardless of special health or developmental needs. We individualize our activities to meet those needs and welcome specialized service providers, such as therapists or nurses with parent or guardian permission. In our program we believe it is important to individualize for each and every child to ensure they are successful in achieving excellence.

In our program we welcome all children and families by integrating information from the children lives, families and communities into lessons to give a feel of community and acceptance. We provide learning activities for families to engage in at home to further expand the learning, and close the gap. We believe that all families deserve to be a part of the decision making and goal setting for their child to ensure rounded learning environment. Families are engaged using several communication types such as newsletters, flyers, email, and face-to-face engagements. The engagements from personnel are welcoming and authentic. Our program also provides several diverse materials for children to engage with. Children are allowed to explore, make choices and lead activities. We use several types of assessment and inquiry tools to ensure each child's needs, interests and strengths are enriched. We are sure to include several types of learning strategies and topics which embraces family backgrounds, culture and home languages. We believe that having positive family relationships is a critical component in delivering high quality education.

## **Policy for Positive Behavioral Practices**

Staff will use only positive guidance, redirection, and setting of clear rules and expectations that foster the child's own ability to become self-disciplined and learn how to self-regulate. Staff will encourage the child to be fair, and respectful to others, to demonstrate proper use of property, and to assume personal responsibility. Discipline involves teaching character and self-control. Because families differ in how they approach discipline, parents are asked to work closely with the staff in setting goals in discipline that are achievable for the student. We use a variety of ways to build positive relationships with the children and families within our program. A few include daily interactions such as greeting them every morning and celebrating their successes. We also plan activities around their interest. We use a variety of strategies to encourage children's positive behaviors and help them avoid negative behavior such as modeling positive words and actions, encouraging children to describe their feelings, acknowledging positive behavior and intervening before negative behaviors or situations occur.

## **Providing Choices**

Often, we provide choices throughout the day for example the children are able to choose the interest areas they would like to play in. We also allow the children to choose the toys and materials they would like to add to an interest area. During breakfast and snack time we give the children a choice between two selections. Lastly, children are able to choose which classroom job they would like to do. We believe that giving children choices encourages independence and decision making. It also, allows for positive control over their environment.

## **Redirection**

Our program uses redirection in several ways to guide positive behavior. We use verbal redirection by giving simple directions that distract a child away from a challenging behavior or situation and guide the child to more appropriate activities or choices. An example of this is when we use reminders of the classroom rules or share other ways for the children to engage with their peers. We also encourage the children verbally to praise each other. Another way that we use redirection is through physical guidance. We may offer a gentle touch to children to interrupt a challenging behavior while giving a simple direction and guiding the child to a more appropriate behavior or activity. An example of how we use physical redirection is when we notice a child is on the verge losing control or beginning to show frustration we quickly yet seamlessly guide a child with a gentle touch on the back or by the hand to a new interest area or activity to engage in. Throughout the center there are also visual cues to remind children and redirect challenging behavior. During transitions in the hallways teachers may place their finger to their lip as a visual cue that children should be quiet in the hallway. Often time the teachers in the classroom use redirection with attention. An example of this is during large group, if a child is sitting and being attentive and following carpet rules while other

children aren't, we will point out that modeled behavior. This usually encourages the other children to behave as expected.

### **Reflection and Problem Solving**

Our program has implemented the five-step problem solving approach. All staff is to model, teach, and help children practice these steps which continues contribute to positive problem-solving skills.

1. Identify the problem
2. Brainstorm three ways to handle it
3. Choose one way to try first and decide on a back-up plan
4. Try out the strategy
5. Evaluate how well the strategy works

We understand that supporting each child and teaching them to reflect and problem solve encourages them to believe in themselves as successful problem solvers and builds healthy social and emotional skills.

### **Clear Rules and Expectations**

The rules that are developed in our program are established by both the children and teachers. The rules are established the first week of school with the children and children are clear on their expectations in the facility. The rules are reinforced and reviewed daily to supports positive behavior and are appropriate for each ages group. An example of how they are written is “We will use our walking feet” and “We will use kind words”. The rules are clear and simple language is used for children to understand. The expectations are modeled by all adults in the program and visual cues are associated with each rule.

Our program uses observations to monitor the children's progress when planning for instruction, our teachers must develop goals. Our teachers use a variety of assessment tools such as: observations, checklists, and written and oral tests. These assessment tools help the us determine if students have mastered an objective.

A few examples of how we record are:

- Notes jotted on paper
- Video Recordings
- Audio Recordings

Children are observed daily through written and oral test, while assessments and checklist are done quarterly by the classroom teachers. These assessments begin the first week of school so that teachers can get a clear sense of each child's level. Observations allow the teachers individualize and create goals based on the information gathered from the children. Through these observations the teachers are not only able meet each child at their own level, but they are also able to narrow down areas of concern or goals mastered to discuss with families during conferences.

## **Parent-Teacher Conference Statement**

Our program conduct parent teacher conferences twice throughout the school year. Once in November and again in April. We have added the dates for Parent Teacher Conferences to our school calendar which is given out to families on the first day of school. Our School Calendar is also posted on the parent communication board for parents to review. Families are sent a message on Learning Genie with information on how to schedule parent teacher conferences with their child's teacher on a specific date and block of time. Our Staff uses Sign Up Genius to allow parent to pick a time slot that best works for their schedule. Teachers are notified through email once a parent has signed up. For parents that can not come in they are given the option of a phone conference or a reschedule date.

## **Curriculum Statement**

Our program's activities and lesson plans are guided by the Creative Curriculum as the major curriculum used in each classroom. We also use the Abeka curriculum and Healthy Beginnings as supportive curriculums. Our program uses its curriculums to plan activities and lessons. We often implement activities directly from the creative curriculum however, we do find activities and lessons from our supportive curriculums to build greater connection and meet the children's developmental needs. The teachers in each classroom modifies activities to meet the individual needs of the children in our program. The children in our program are ages 2-5 years old. Our program's curriculum matches the children's ages and developmental levels by offering strategies and guidance to individualize the activities for each child. The usage of curriculums is broken down by age groups.

Children Ages 2 - 3 ½:

Major Curriculum- Creative Curriculum

Supportive Curriculum- Healthy Beginnings

Children Ages 3 ½ - 5

Major Curriculum – Creative Curriculum

Supportive Curriculum – Abeka Curriculum

We trust that implementation of these combined curriculums creates a strong foundation for the growth and development of each child in the program. We believe that this creates an environment for every child to achieve excellence on any developmental level or cultural background.

## **Screen Time Policy**

Our program has a limited use of appropriate interactive technology that may support, but does not replace, other forms of learning, such as outdoor play, creative play, hands-on exploration, social interactions, etc.

Our use of “Passive Technology” means non-interactive television, videos and streaming media. Our viewing restrictions for passive technology are: children under the age of 2 must not engage in any passive technology children older than 2 are not permitted to view more than 30 minutes of age-appropriate, educational passive technology per week. Also, we require each teacher to include these activities as a part of their weekly lesson plans.

## **Morning Arrival and Authorized Pickup**

Consistency is important to young children. A daily routine helps the children know what to expect. Each class will follow a weekly schedule.

All preschool students should arrive by 9:00 am daily. Please call if you will be late. **Upon arrival, each student must be signed in using our computerized system.** Students arriving after **8:00** am must eat breakfast before their arrival. Breakfast will **not** be served after **8:00** am.

Parents or legal guardians and persons listed on the permission to pick-up list will be the only individuals responsible for students’ drop off and pick up. Every precaution will be taken to ensure that persons visiting the Center will report to the office prior to visiting the classrooms. **Each student must be signed in and out.** Staff on duty may not sign out children. All adults other than the parents will be required to show proper ID.

**Parents must provide Kingdom Kids Child Development Center with a certified copy of court orders if a parent or spouse is not allowed to see or pick up a child.**

## **Custody, Visitation, Support, Care and Related Issues**

The Center recognizes that the parents or guardians of enrolled children may be subject to court order stipulations or other agreements, which govern custody, visitation, support, care and other, related issues.

The Center desires to promote the parent-child relationship, nurture good child development, minimize potential conflicts and problems, and promote an environment best suited for the provision of high quality childcare, education, and enrichment. To help promote these goals, persons will be required to abide by the following procedures: Either natural or adoptive parent(s) or legal guardian(s) may visit the enrolled child/(ren) on an unrestricted basis during the normal hours of operation unless otherwise stated by an Order from a Court competent jurisdiction. In order to be in compliance with any

court orders pertaining to the custody of your child, a **certified** copy of the custody and/or restraining order is **required**. In the event that an unauthorized parent/guardian arrives at the Center, the Center personnel shall first notify the local police department, and then attempt to notify the custodial parent or legal guardian. We keep this information confidential and solely for the safety of your child.

## **Child Protection**

Federal and State laws require employees of Kingdom Kids to report suspected cases of child abuse or neglect, including parental drug and/or alcohol abuse, by contacting the appropriate state agencies or the National Child Abuse Hotline at 1-800-4ACHILD.

This information is to be held confidential between the employee and the contact at the Child Abuse Hotline.

## **Personal Belongings**

The Center will not be responsible for the loss or destruction of any personal property brought into the Center by your child. All personal items should be clearly marked with the child's name. Children are encouraged to bring reading materials, however all reading articles, books, etc must be approved by director or appointee. Please do not send the following items to the Center with students:

- Junk Food
- Toys or games
- Pillows and Large blankets
- Electronics

# **YEAR ROUND PROGRAM (SEPTEMBER - SEPTEMBER)**

## **Pre-School Year Round Program (2-5 year olds)**

Kingdom Kids Child Development Center currently operates a Year-Round Program. The parent/guardian pays one non-refundable registration fee of \$50 to enroll in the program. They will not have to register again as long as they stay in the program. If the child is dismissed for a policy violation or the parent chooses to opt out, they will have to pay the registration fee to re-enter the program.

August 15th of each year there is an enrichment fee of \$190 for materials, supplies, and Year Round field trips (including summer). Once the child is in the program, the parent/guardian is responsible for the weekly tuition costs even if they have been dismissed for policy violation or the parent/guardian chooses to opt out. Should you

remove your child from the program for any period of time, you risk losing their space as the Center is operating at capacity.

Please see the Financial Section (p.16) for more details.

## **Admissions and Regulations**

1. A student must be 2 years old in order to be enrolled in the Preschool program. A birth certificate **must** be provided.
2. A completed application and emergency card **must** be on file.
3. A medical evaluation form **must** be signed and stamped by a physician.
4. An immunization record must be provided indicating that all requirements are met. This must be signed and stamped by a physician.
5. A registration fee and first week tuition **must** be paid prior to the student attending class.
6. Parents **must agree** to abide by the school uniform policy. (See Uniforms and Dress Policies on pp. 6&7)
7. When 2 year old children go on field trips like Splash Park, Six Flags, and Cox Farm; the parent or guardian must accompany them in order to go on the trip.

## **Preschool Highlights:**

**Kingdom Kids is not a daycare center. It is a Child Development Center where the students are in a learning environment that prepares them for kindergarten and the future. Preschool is the foundation for our children, and it is essential that they are consistent in attendance. Classes begin promptly at 9:00 a.m.**

## **Daily Schedule-Preschool**

**Arrival/Centers  
Physical Fitness  
Biblical Review/Skill Development  
Handwashing/Restroom  
Breakfast  
Circle Time/Morning Meeting  
Restroom  
Instructional Arts & Craft/Technology  
Small Group Activities  
Outdoor Exploration  
Handwashing/Restroom  
Lunch  
Story Time  
Restroom  
Rest & Relaxation  
Restroom/Cot Pick-up  
Snack  
Centers/Small Group Activities  
Outdoor Exploration/Music & Movement  
Departure**

- **A Beka Curriculum Instruction in reading, phonics, math, science, and art**
- **Creative Curriculum**
- **Computer Literacy**
- **Learning through Play**
- **Numbers and Colors in Spanish**
- **Creative Arts**
- **Independent Exploration**
- **Music and Movement**
- **Nutritious and Balanced Breakfast, Lunch and Snack**
- **Manipulatives**
- **Outdoor Play**
- **Behavior Management**
- **Division of Early Childhood Development's Ten (10) Quality Benchmarks for High-Quality Preschool Education**

## **Uniforms and Dress Policy**

All Preschool students **are required** to wear uniforms. Students who are not dressed in **full** school uniform will receive a verbal warning the first time, and assessed a \$10 fine each of the next two (2) incidents. After four (4) incidents in the same term, the student will not be allowed to remain at the Center that day.

### Girls

Khaki Bottoms (skirts, pants, skorts and/or shorts without pockets on legs)

Light Blue Peter Pan Collar Shirt w/ blue crosstie

Navy Blue Socks

Black soft bottom, closed-toe shoes (no dress shoes)

Navy Blue Sweater w/ Kingdom Kids Logo

### Boys

Khaki Bottom (pants or shorts without pockets on legs)

Light Blue Dress Shirt w/ blue necktie

Navy Blue Socks

Black soft bottom, closed-toe shoes (no dress shoes)

Navy Blue Sweater w/ Kingdom Kids Logo

Parents are also asked to provide two extra sets of clothing, which should include underwear, socks, tops and bottoms. Non-uniform clothing is acceptable for change of clothes. Be sure to provide clothing for seasonal changes (hats, coats, jackets, boots, mittens, etc.) and remember to change extra sets of clothing as the seasons change. **All clothing should be labeled with child's name.**

**Each classroom has a supply list**

## **Nutrition and Food Policy**

### **Child Care Nutrition**

Kingdom Kids CDC understands that good nutrition is vital for children to develop strong bodies and brains, as well as gives children the energy to participate in our program's daily activities. We appreciate good nutrition because it helps children concentrate and stay focused throughout the day. Our program provides all nutritionally balanced meals and snacks. Our program accommodates the special dietary needs of all the children enrolled. If our students bring in meals and snack from home, we will supplement and substitute foods with healthy food choices.

In our program, we make sure that children with food allergies or special dietary needs are accommodated. For example, we allow children to bring in lactose free milk if the parents specify that the child cannot drink the 1% milk that's provided. Also, if a child has an allergy to a food, our program will substitute the meal or snack with one that is equally nourishing.

Our program serves:

- ✓ Fruit at least two times a day
- ✓ A vegetable other than white potatoes at least once a day
- ✓ Whole grain foods at least once a day
- ✓ 100% juice once a day
- ✓ Only skim or 1% milk

We limit:

- ✓ High fat meats, no more than two times a week
- ✓ Fried vegetables, no more than once a week
- ✓ Sweet foods, no more than two times a week

### **Celebrations**

Our Program only allows sugary foods on special occasions such as birthday and holiday celebration. For holiday celebrations, a sign- up sheet with specific foods and beverages will be placed in the classroom or a specific item will be asked of each child. All snacks must be store bought. No homemade snacks are allowed.

### **Weekly Menu**

When planning our weekly menu's, we carefully plan to follow child care nutrition guidelines at every meal by limiting the amount of sugars, fats and salts we allow the children to eat. Our menus are designed to provide a variety of nutritious foods. We also include foods that are culturally diverse and seasonally appropriate. We also include new and different food in addition to the children's favorite recipes in our menu planning. Menu's are rotated on a weekly basis to provide the children with a balance of variety and familiarity. Menu's are adapted to incorporate local and fresh in-season produce

when available. Menus will be posted and served according to the Food Handling Program. **All menus are subject to change.**

Preschool students will be served a full hot meal for breakfast and lunch.

	<b>Breakfast</b>	<b>Lunch</b>	<b>PM Snack</b>
<b><u>Preschool</u></b>	7:15 am	12:00 noon	3:30 pm
<b><u>Before &amp; After</u></b>	7:15 am		4:00 pm

### **Role of Staff in Nutrition Education**

Staff provides opportunities for children to learn about nutrition once or more a week.

Staff must act as role models for healthy eating in front of children.

During mealtimes staff will sit and converse with students about meals and specific foods to promote healthy eating habits.

### **Nutrition and Punishment**

Staff will never use food as a reward or punishment.

### **Professional Development**

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of the children.

## **Before & After School Year Round Program**

Kingdom Kids Child Development Center currently operates a Year-Round Program. The parent/guardian pays one non-refundable registration fee of \$25 to enroll in the program in August. They will not have to register again as long as they stay in the program. If the child is dismissed for a policy violation or the parent chooses to opt out, they will have to pay the registration fee to re-enter the program.

August 15th of each year there is an enrichment fee of \$75 for materials and supplies. Once the child is in the program, the parent/guardian is responsible for the weekly tuition costs even if they have been dismissed for policy violation or the parent/guardian chooses to opt out. Should you remove your child from the program for any period of time, you risk losing their space as the Center is operating at capacity.

Please see the Financial Section for more details on p.16

## Admissions and Regulations

1. A completed application and emergency card **must** be on file.
2. A medical evaluation form **must** be signed and stamped by a physician.
3. An immunization record must be provided indicating that all requirements are met. This must be signed and stamped by a physician.
4. A registration fee and first week tuition **must** be paid prior to the student attending.

### Daily Schedule-School Age

#### Before School

Table Games

Breakfast/Table Games

Morning Inspiration

Dismissal/Quiet Games

#### After School

GROUP 1	GROUP 2	GROUP 3
Chat-N-Chew		
Homework		
Brainteaser	Chat-N-Chew	
Activities	Homework	
Outside/Physical Activity		
Stations		
Reading		
Quiet Games		
Departure		

### Program Highlights/Clubs:

- Homework Sessions (45 minutes)
- Performing Arts
- Music class
- Computer Lab
- Robotics
- Creative Arts
- Board Games
- Life Skills
- Physical Fitness
- Structured Outdoor Games

### **Dress Policy**

Before and After School children should wear appropriate clothing that complies with their school's dress code.

### **Nutrition and Food Service**

Meals and snacks will be served with attention to children's nutritional, social and emotional needs. Staff will sit and converse with students about meals and specific foods to promote healthy eating habits. Before & After students will be served morning and afternoon snack.

	<b>Breakfast</b>	<b>Snack</b>
<b>Before &amp; After School</b>	7:15 am -8:00 am	3-4:00pm

**Please see Nutrition & Food Service on pages 11 & 12**

## **CHILDREN'S HEALTH & SAFETY**

### **Health and Safety**

The health and safety of your child is our top priority and every precaution will be taken to make sure your child is safe. ***Health policies are written and strictly enforced.***

- Students and adults must receive the necessary screening for disease prior to enrollment.
- Immunization records must be kept up to date.
- Emergency contact information is kept for each student.
- The children will have monthly drills to become familiar with evacuation procedures in the event of fire or severe weather.
- Parents will be informed of all contagious diseases or illnesses brought to our attention.
- In the event there is exposure to a contagious disease, the Center will be closed for 24 hours to sanitize and decontaminate the facility.

## Accidents and Emergencies

In case of minor incident/injury, a report will be completed by an employee of the Center and given to you at the end of the day. If there is a medical emergency, the following measures will be taken:

- 911 will be called.
- You will be contacted immediately.
- If we are unable to reach you, the emergency person(s) listed will be contacted.
- Illness and Disease

The following guidelines are designed to minimize disease within the Center. By keeping the exposure to disease as low as possible, we will be helping everyone stay healthy and happy.

1. **PRESCRIPTION MEDICATION:** Can only be administered when a parent completes a Medication Order Form. All medication must be brought to the Director's office. **Only medication that is prescribed by a physician with the child's name printed on the bottle will be administered to students.** The medicine will be dispensed as directed by the physician.
2. **NON-PRESCRIPTION MEDICATION:** Will not be administered by staff.
3. **FEVERS:** Children with temperatures of 100 degrees or above should not be brought to the Center. If the child is at the Center with a temperature of 100 degrees or above, they must be picked up from the Center, and be fever-free without medication for 24 hours before returning.
4. **EPISODES OF DIARRHEA:** When your child has 2-3 episodes of diarrhea, he/she is required to be picked up from the Center and be symptom-free for 24 hours before returning.
5. **EPISODES OF VOMITING:** When your child has one (1) episode of vomiting, he/she is required to be picked up from the Center and be symptom-free for 24 hours before returning.
6. **RASHES AND INFECTIOUS DISEASES:** If your child has any rash, it should be reported to the Center and a doctor's note needs to be provided indicating that the rash is not contagious. If your child has been in contact with any infectious disease, you should inform the Center immediately. We are required to notify the Local Health Department of exposure to any infectious diseases.

7. **ALLERGY:** The Center complies with the MSDE's (Maryland State Department of Education) Allergy Action Plan. Any and all types of allergies should be noted on the form provided in the registration packet.

Parents must inform the Center within 24 hours of a diagnosis of a serious illness or contagious disease of a communicable nature in the family. Failure to do so is grounds for immediate termination of care.

When a child becomes ill, the Center's staff will make the child comfortable in a quiet place where he/she can rest and will be closely supervised. Parents will be notified immediately and agree to begin making alternate work and care arrangements. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If parents cannot be reached, we will call an emergency contact listed on the emergency card. In the case of a serious injury, staff will call 911.

**PARENTS AGREE TO KEEP THEIR CHILD/CHILDREN AT HOME OR SEEK ALTERNATE CARE ARRANGEMENTS FOR THE FOLLOWING CONDITIONS:**

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. The child must be kept at home until all symptoms have subsided.
- Nausea or vomiting
- Severe itching of body and scalp
- Known or suspected communicable diseases

Your cooperation in following these guidelines is greatly appreciated

# FINANCE

## Registration Fees

A non-refundable registration fee is required upon enrollment. This fee is \$50 per child for preschool (one-time enrollment), and \$25 per child for school age children. On August 26, 2019 enrichment fee is due. It is \$190 for preschool, and \$75 for school age. Payments must be made payable to COPE by check, money order, debit/credit card online at [www.kingdomkidsacademy.net](http://www.kingdomkidsacademy.net) or directly via SmartCare.

## Tuition

Parents are required to pay full childcare fees regardless of illness, emergency closings, or vacations. Parents are given the option of paying weekly, biweekly, or monthly. The new rates are as follows:

Pre-School (2 yr. olds)	\$200/week
Pre-School (3 yr. olds)	\$180/week
Pre-School (4 - 5 yr. olds)	\$170/week
Before & After School	\$ 110/week
After School Only	\$ 90/week
Before School Only	\$ 60/week
School Age for Summer	\$200/week (includes all activities & trips)

**When registered school age children have to stay at the Center during the day, there is no additional cost. All is included in the weekly tuition.**

**All day for non-registered school-age children is \$45 per child.**

**For more information please refer to Tuition & Fees Payment Plan in the registration packet**

Payments must be made payable to COPE by check, money order, debit/credit card online at [www.kingdomkidsacademy.net](http://www.kingdomkidsacademy.net) or directly via SmartCare.

## **Returned Check Policy**

A fee of \$40.00 will be assessed for a check returned for any reason. If returned checks are not paid within two weeks of being returned, an additional fee of \$30.00 will be added to the amount due. After two (2) returned checks, all payments must be made by money order, credit card or cashiers check. **(NO EXCEPTIONS)**

## **Tuition and Fees Payment Plans**

The Financial System will accommodate three payment plans for the convenience of the families. The options for paying tuition are as follows:

1. Weekly - Payments must be received by the close of business (COB) on the Friday before the upcoming week beginning Monday.
2. Biweekly – Payments must be received by the COB every other Friday before the upcoming two weeks beginning Monday.
3. Monthly – Payments for the full month ahead must be received by COB on the last business day of the current month.

## **Payment Fees and Late or Delinquent Account Policy**

Parents/guardians will be allowed a 5-day grace period when delinquent until **COB the next Friday**. A \$5 per day late fee will be assessed. Payments for the delinquent week, the upcoming week, plus late fees are due on that Friday. Should the parent default and not pay the full amount due, services for the child will be discontinued immediately. Parents are still responsible for weekly tuition and late fees during the child's absence. Should the parent default on two-week payment and fees, they will no longer be eligible for the 5-day grace period.

Parents/guardians on a biweekly payment plan will be allowed a 5-day grace period on one week. A \$5 per day late fee will be assessed. Payments for the delinquent week, upcoming two weeks, plus late fees must be received by the **COB the next Friday** for the two weeks ahead. Should the parent default and not pay the full amount due, services for the child will be discontinued immediately. Parents are still responsible for weekly tuition and late fees during the child's absence. Should the parent default on two-week payment and fees, they will no longer be eligible for the 5-day grace period.

Parents/guardians on a monthly payment plan will be allowed a 5-day grace period on one week. A \$5 per day late fee will be assessed. Payments for the delinquent week, full month's payment, plus late fees must be received by COB on the last workday before the first workday of the month. Should the parent default and not pay the full amount due, services for the child will be discontinued immediately. Parents are still responsible for

weekly tuition and late fees during the child's absence. Should the parent default on monthly payment and fees, they will no longer be eligible for the 5-day grace period.

In each of the above cases, your child's space will be held for five (5) days. If you go beyond the five days, and wish to reinstate your child's enrollment, you must pay the registration fee, outstanding tuition and fees for the weeks of nonpayment, plus the tuition for the week the services are reinstated.

If the account with an unpaid balance is not paid within 30 days of leaving Kingdom Kids Child Development Center, it will be submitted to our "Collection Agency".

### **Late Pick-up Fee**

After the Center closes at 6:30pm a charge of \$1.00 per minute will be assessed for the first 30 minutes, and \$5.00 every minute thereafter. These charges should be paid with your Friday tuition. This charge is per child.

It is the responsibility of the parent to notify the Center if and when they will be late picking up the children. If the Center does not receive a call 15 minutes after the Center has closed, Prince George's County Police Department will be notified. We understand emergencies happen, however if you cannot pick up your child by 6:30pm please make arrangements to have your child(ren) picked up by someone on your emergency list. Excessive late pick-up will result in immediate termination from program.

# **HOLIDAY & SPECIAL CLOSING**

## **Celebration of Holidays**

Kingdom Kids Child Development Center acknowledges religious holidays. We believe Christmas is a celebration of the birth of Jesus, not Santa Claus, and that Easter is about the risen Savior (Jesus the Christ), not the Easter Bunny. We also believe that Halloween is satanic and glorifies witches, demons and all evil things.

## **Paid Holidays and Closings**

Kingdom Kids Child Development Center will be closed on the days listed below. Tuition is still due during these times. (See Closings Addendum for specific dates)

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Day
- 2 Professional Development Days

## **Inclement Weather Closings**

When the Center has to close for any reasons beyond our control (storms, tornadoes, floods, snow, earthquakes, power outages, etc.) full payments are still due for any and all days the Center has to close.

## **Birthday Celebrations**

Feel free to send cupcakes or small treats for your child to share at snack time for his or her birthday (no candy please). Please understand our daily schedule does not permit time for a big party to celebrate your child's birthday.

# WITHDRAWAL/TERMINATION

## **Withdrawing Your Child**

The Center requires a written two-week notice to the Director prior to withdrawing your child. Failure to do so will result in additional billing to your account. Verbal notices are not recognized as formal notices. Before withdrawing your child, parents are encouraged to check with the office to be sure their account is paid in full.

## **Contract Termination**

The Center exercises the right to dismiss a child at any time due to unpaid tuition, behavioral issues, health issues, unknown extended absences, incomplete enrollment forms, child custody issues that affect officials or staff, etc. **A conference is not required in this event.**

# TRANSPORTATION POLICY

The parent/legal guardian is responsible for transportation to and from Kingdom Kids Child Development Center. The Center will provide transportation to and from school. Occasionally, we may transport children on field trips. All children eight years old and younger will be placed in a safety-approved car seat provided by parent/legal guardian, unless the child is 4 feet 9 inches or taller, or weighs more than 65 pounds per Maryland Safety Laws. All other children will be required to properly wear a seat belt at all times. All vehicles used by the Center are licensed and insured. We also guarantee that all of our drivers have clean and valid driving records.

To make certain that all children and personnel are safe, the Center will provide a notebook with copies of all Emergency Contact and Medical Information. In the event of an emergency away from the Center, you will be notified immediately. If there are any special instructions in caring for your child while traveling (*e.g. motion sickness, seizures, etc.*), please specify them at the bottom of the Transportation Consent Form. No child will be transported without a signed Transportation Consent Form.

Kingdom Kids Child Development Center reserves the right to change existing policies at any time without notice.

**City of Peace Enterprises, Inc. (COPE)**  
**Kingdom Kids Child Development Center**  
*(A Subsidiary of COPE)*

**Dr. Florida T. Morehead, CEO**  
*City of Peace Enterprises, Inc.*

**Ms. Deana L. Harris, Director**  
**Ms. Karen Monroe, Assistant Director**

*Kingdom Kids Child Development Center*

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