

## Kids Peace Time Parent Handbook

### Caring for children since 1991

**KPT's mission is...**to give parents of young children peaceful time away while nurturing their children and providing social, academic and spiritual learning with an opportunity to connect to a church community at Peace Church.



**Dates:** September through May

**Days:** KPT meets on Mondays, Tuesdays, and Thursdays. A child may come only **one** day a week. There are 29 sessions from September through May for each group. Since we are not a licensed program, we are restricted on the number of days we meet in a year.

**Time:** 9:30 – 2:00

**Ages:** 14 months – pre-kindergarten

**Online Registration:** Registration begins online the first week of February for the following school year. Once a class is full, names will be placed on a waiting list. These families will be contacted during the year as openings occur. Registration Fees are non-refundable, unless we are unable to place your child.

Students will be enrolled in their first choice of day unless you are contacted by a KPT director.

**Tuition:** Tuition is calculated by the number of sessions for the year and then divided by nine months. This explains why an equal tuition amount is due each month even if some months have fewer classes.

A spot is reserved for your child for the entire school year, therefore, even if your child is absent (including illness, vacation, holidays, snow days, etc.) tuition will still be due.

Please talk to a director at your discretion if you need to make alternative payment arrangements. Partial scholarships are available for families with need.

**Tuition Payments:** Tuition is due on the **1st** of each month September through May. Our preferred method of payment is by **check payable to KPT**. Cash is accepted in an envelope with your child's name and class written on it. Credit cards will incur a small processing fee and need to be posted by the 1<sup>st</sup>.

**Late Fees:** Tuition received after the 7<sup>th</sup> of each month is subject to a \$10 late fee. After 60 days, children will not be allowed to attend class until tuition and late fees are paid in full.

**Withdrawals:** Three weeks written notice should be given to the directors in advance of withdrawal from the program. You will continue to be responsible for monthly tuition due during that time period after



the written withdrawal is received whether your child is in class or not.

**Probation/Cancellation:** The directors reserve the right to cancel the enrollment of any family who abuses the privileges and/or policies of KPT. If a child in the program exhibits excessive disruptive behavior, the directors reserve the right to implement a behavior plan for the child. If progress is not made, a child's enrollment could be canceled. KPT wants to keep every child in our program so we will work with the family on establishing a plan to ensure the safety of all children and employees.

**Check-In:** Children will check in at the computers in the entry. Name tags are printed for each child with contact, allergy and classroom information to be worn on the child's back. A pick-up/release tag is also printed for you to keep which must be presented at pick-up time. Families should wait in the lobby until 9:30 before going into the classroom.

**Pick-Up:** The printed release tag must be presented at pick-up. We will ask for a picture ID from people we do not recognize at pick-up. For your child's safety, no unauthorized person will be allowed to pick up unless a written note is received. If you are going to be late for pick-up, please call KPT at 651-454-4542 to let us know.

**Absences:** Please notify the teacher or director if your child will be absent.

**Illness:** Children with the following symptoms must be kept home:

- Unexplained lethargy
- Vomiting within 24 hours
- Diarrhea or loose stools within 24 hours
- Fever over 100 degrees
- Significant respiratory distress including coughing
- Drainage from eyes/ears/nose
- Bacterial infections (such as pink eye or strep that has not completed 24 hours of antibiotics)
- Lice or nits
- Ringworm
- Undiagnosed rash
- Sore Throat
- Excessive congestion/runny nose

If any of these symptoms develop during the school day or if any of the above symptoms require more care or attention than the staff can provide without compromising the health and safety of other children, parents will be contacted to pick up their child from school.

**Personal Hygiene:** Children are expected to wash or disinfect their hands prior to arriving in the classroom. Children will wash hands before snack and lunch and after toileting.

**Daily Routine:** Class time consists of free play, snack, craft, circle, stories, gym, music, lunch, quiet book time and more. Classes focus on a weekly theme in which the craft, stories and activities are all related. A monthly Bible story will also be incorporated in class. Special weeks during the year include a Thanksgiving Feast, P-day (pizza and PJ's) and Store Day.

**Lunch:** KPT is a **peanut-free program**. Please check labels carefully for peanuts when packing school lunches. *Sun Butter* is a highly recommended alternative to peanut or nut spreads. Teachers may implement additional food restrictions based on classroom allergies. Water bottles are recommended for lunch and as needed during the day.

**Snack:** Water and a peanut free snack will be provided at approximately 10:30 am. If your child has any food sensitivities or restrictions, please send a snack from home and hand to the teacher each day.

**Clothing:** Please dress children in clothing they can manage themselves when toileting. Spills or stains can often happen at school so please dress you child in play clothes. Children need closed toe shoes for playing outside (fall and spring) and in the gym.

**Communication:** A KPT newsletter will be emailed to parents monthly with important dates and reminders. Teachers also send home classroom calendars, notes and crafts so please check your child's backpack each day so you do not miss any important information.

**Contact Information:** If your phone number, email address or street address change during the school year, please let the directors know.

**Campus Safety:** The parking lot, handicapped accessible doors and elevators are potentially dangerous areas for children. Please be very attentive around these areas. Children should not be allowed to push the handicap door buttons.

**Security:** The KPT entrance is locked during the school day.

**Parking:** The front circle driveway is reserved for parents with infants or strollers. Please do not park in the handicap spaces.

**Sunscreen:** Apply sunscreen at home as children will go outside spring and fall weather permitting.



**Weather Closings:** KPT will follow District 196 (Rosemount, Apple Valley, Eagan) weather closings in a modified way. If District 196 is closed due to snow or road conditions or has a late start, KPT will be closed. KPT will be open on severe cold days even if the district is on e-learning. KPT directors will text and email parents with a school closed message. If KPT is closed more than two full day for weather closings, then you will receive a credit in tuition for one day at the end of the year.

**Mandated Reporter:** KPT staff are mandated reporters and will report all suspected neglect, physical maltreatment, sexual abuse and threatened injuries to the local child protection agency.

**Questions?** Contact us by email at [kpt@peace-eagan.org](mailto:kpt@peace-eagan.org) or call the church at **(651) 454-4542** ext. 6 and leave a message on KPT's voice mail.