



King of Kings

Preschool Handbook

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

**King of Kings Lutheran
Preschool**

1101 North Wymore Road
Maitland, FL 32751
407-628-5696 ext. 230 or 407-628-5230
www.visitkok.com



PROGRAM GOALS

To help each child:

- *develop a personal relationship with Jesus*
- *develop an understanding of themselves and others as important individuals*
- *develop independence through creative activities*
- *develop social skills and good behavior habits in preparation for later school experiences and life*
- *develop physical dexterity, strength and coordination to their fullest potential*

To communicate to you as parents/legal guardians:

- *our love for children*
- *our love for our Savior*
- *our desire to help your child get a good start*
- *age appropriate and sound curriculum*
- *our joy that you have enrolled your child*
- *our willingness to be of help to you whenever possible*

To encourage you as parents/legal guardians:

- *to visit King of Kings preschool program whenever you desire*
- *to visit our church worship services*
- *to bring your child to Sunday School classes*
- *to read the Bible, pray together, and hold family Bible study/devotions*
- *to develop a beneficial structure and discipline to your home life.*
- *to reinforce the lessons your child learns at school*

CHILD DEVELOPMENT GOALS

Spiritual Goals

- *know God is real*
- *understand that God loves each one of us*
- *know that the Bible is God's Word and it is true*
- *become familiar with and understand Bible stories*
- *know that God is the creator of all things*
- *know that Jesus is God's Son*
- *learn how to pray*

- *know that God answers prayer*
- *know that God is in control and has a purpose for everyone and everything*
- *to know the true significance of Easter and Christmas*

Emotional Goals

- *teach to respect the authority of home, school, and government*
- *develop positive self-esteem*
- *develop responsibility for oneself and possessions*
- *begin growing in self-discipline, decision making, and problem solving*
- *to be able to make choices and plans, and then be able carry out them out*

Physical Goals

- *to guide each child to regard his/her body as God's creation*
- *to develop good coordination*
- *to develop good nutrition habits*
- *to develop good health and grooming habits*

Social Goals

- *be able to interact and communicate with adults and peers in an acceptable manner*
- *be able to take turns, share, compromise and respect others*
- *be able to join in both group and individual activities*
- *be able to obey rules and directions, and see their necessity*
- *be able to recognize how one's behavior affects others*

Academic Goals

- *to develop math and reading readiness skills, visual and auditory_discrimination, memory, and sequence*
- *to be creative in art, language, music, and thinking*
- *to be able to follow directions*
- *to use appropriate oral and written language*
- *to understand simple songs and recite rhymes*
- *to be familiar with reading and writing their name*
- *to experience color, shape, numerals and the alphabet*

ENROLLMENT

King of Kings Lutheran School, Maitland, Florida, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic programs, and other school-administered programs.

Application - *An application for enrollment may be submitted at any time. Consideration for acceptance is based on the following enrollment criteria.*

- **Enrollment Requirements:** *Children must be between the ages of 3 and 5 with a birth certificate for proof of birth. Children must be toilet trained to be eligible for enrollment. Immunization and physical examination forms must be on file.*
- **Enrollment Agreement:** *Families agree to comply with the school policies and cooperate with the director and teachers. Families support the preschool with the prayers, efforts, and tuition. Families agree to allow their child to grow in the spiritual instruction and take part in the usual church and school activities throughout the year.*

SUPPLIES

- *Bring a complete change of clothing including underwear in a bag. Keep in classroom.*
- *Wear tennis shoes and play clothing so that they can “independently” dress themselves after toileting. Your child may get messy while playing and working. Dress them so they will not worry about the messes that may occur.*
- *Label all items with your child’s name*
- *Children should not bring toys or other things from home unless it has been scheduled.*

HEALTH INFORMATION

Good health is essential to a child’s school life. Although parents must take the initial responsibility for the health of the child, our school is interested in doing everything possible to assist you.

For the protection of all children and adults at our preschool, parents are requested not to bring a child who appears to be ill. The Committee on Control of infectious Diseases of the American

Academy of Pediatrics recommends a child should not be taken from home when any of the following exists:

- *Fever – currently or within the previous 24 hours (without medication)*
- *Vomiting or diarrhea*
- *Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox, or whooping cough*
- *Common cold – from the onset through one week*
- *Sore throat*
- *Croup*
- *Any unexplained rash*
- *Any skin infection – boils, ringworm, impetigo*
- *Pink eye or other eye infections*

Parents will be notified if a child develops illness during preschool activities. The child will be separated from other children and the parent/guardian called to remove the sick child.

No oral medication will be given to a preschool child except by a parent or guardian. (All medication should remain in the parent's possession.)

If a child contracts a childhood disease following a session in preschool, parents should notify the director so that other parents and teachers may be informed.

Parents should report any allergies and special needs to the preschool director.

*Updated immunization form and physical forms obtained from your doctor **MUST** be brought in prior to school entry.*

We urge you to have your child's physical and dental examinations taken care of before school opens in the fall.

Make sure your child eats a good breakfast before coming to school. Parents are responsible for providing a healthy snack for children. Please no soda or candy.

SCHOOL ATTENDANCE POLICY

The school day begins at 8:00 am. Notify the school if your child is either going to be tardy or absent. Office email is secretary@visitkok.com or call 407-628-5696 prior to the start of the school day. In addition, send in a written excuse to keep in your child's file. Obtain a doctor's excuse, if your child visits the doctor.

Tardies: *All children are expected to be in their classrooms by 8:00 am. If a red flag is hanging on the hallway entrance pole, take your child to school office to receive a “tardy slip.” The office assistant will have the parent sign a tardy note. Parents and students will bring the note to the classroom for admission.*

- *Tardies are tracked. Parents of children who reach **5 tardies for a quarter** will need to meet with the director/teacher to make plan to improve arriving at school on time.*
- *For every **3 additional tardies per quarter**, parents and teacher will need to determine further measures to improve schedule and arrive on time and will be informed that continued disregard for the policy can result in disenrollment of the child in the program.*

Absences: *The following are steps taken to ensure education and good attendance are habits developed from an early age.*

Please plan appointments and vacations appropriately to avoid school absence. Vacations during school time are strongly discouraged.

- *After **10** school year absences: Parent meeting is called with director/teacher.*
- *After **15** school year absences: Parent meeting is called with director/teacher and principal.*
- *After **20** school year absences: Parent meeting is called with director/teacher, principal, and school board. If these absences continue, we will reserve the right to remove child from our enrollment in the program.*

DEPARTURE & DISMISSAL

*Please come into the school when picking up your child. Your child will only be released to parents with legal custody, legal guardians, or persons named in writing. Teachers must know the adult or see identification before turning the child over to that adult’s custody. **When in doubt, we will check their ID to verify.** Please sign in/out using your full signature, NOT initials.*

SINGING and PERFORMANCE OPPOTUNITIES

Your child will learn songs and recitations to for:

- *2-3 Sunday church services*
- *the Children’s Christmas service*
- *the Good Friday service*

- *Entertainment Night*

Please support them as they learn and grow in many ways.

COMMUNICATION & INVOLVEMENT

Parents will receive weekly news updates of our newsletter via email.

Communicator

Parents will meet with director/teacher in October and March and other times as needed throughout the year to discuss progress in any and all areas of development. Information gathered from VPK testing will be offered in October, March, and May.

Conferences

Parent Involvement

Parents are invited to attend classroom special events and at times share a book, talent, or food with the class. Please alert the teacher if you are interested in participating.

DISCIPLINE PROCEDURE

Discipline is derived from the word disciple meaning “to teach.” Therefore, we do not think of discipline as punishment but teaching self-control and Christian attitudes. Teachers focus on the problem behavior and not the child. We try to anticipate problems and redirect children’s activities. Positive words are used to encourage positive behavior. We encourage children to use words to express themselves. If a child exhibits an inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable and offer reasonable alternatives. Logical and natural consequences may be used as a reasonable alternative.

We use a colored wall chart system. Each child has a set of colored cards including: GREEN, YELLOW, ORANGE, and RED. All children begin the day on green.

- **ONE WARNING [GREEN TO YELLOW]:**

After one warning about behavior, a child who continues to misbehave will be informed that his GREEN card is removed and they are on YELLOW.

- **BEHAVIOR CONTINUES [YELLOW TO ORANGE]:**

If misbehavior persists, the card will be changed to ORANGE and will be given a 3-4 minute time-out (depending on age).

- **BEHAVIOR WORSENS [ORANGE TO RED]:**

If the child still continues to misbehave, the child's card will be changed to RED and a note will go home to the parents.

Please Note: *If unacceptable behavior becomes a habit or a child continues to act out in a way that is dangerous to the other students, or detrimental to the learning process, the teacher may determine that it is in the best interest of all involved for the child to be sent home, suspended and/or terminated from our program. Meetings will be held with parents, principal, teacher, VPK representative, pastor, and/or school liason to determine the best course of action.*

DAILY SCHEDULE

7:30-8:00 Greeting Time	8:00-8:15 Story Time
8:15-8:20 Planning Time	8:20-9:20 Work Time
9:20-9:35 Clean up & Recall	9:35-9:45 Bible Time
9:45-10:00 Snack	10:00-10:20 Music Time
10:20-10:45 Movement Time	10:45-11:05 Table Time
11:05-11:25 Outdoor Time	11:25-11:30 Prayer, Library, and Dismissal

DAILY ROUTINE EXPLANATION

Greeting Time is designed to create a smooth transition from home to school. Skills are practiced one on one as children arrive.

Story Time provides children with valuable exposure to language (spoken & printed) and experience communication in a group setting.

Planning Time allows the children to make a choice and express what they would like to do during work time. The teacher helps extend the plan in accordance with the children's ideas.

Work Time gives the child the opportunity to follow through with their plans. During work time the teacher is able to interact with the children to encourage critical thinking and problem solving. The children are in control of their activities while the teacher observes and aids the children as the opportunities present themselves.

Clean-Up time teaches the children to be responsible for cleaning up the areas in which they worked. The teacher aids in the process.

Recall Time gives the children time to reflect on and verbalize their activities during work time as well as their original plan.

Bible Story is the center of the day. Although the lessons learned about God's love for his children and his plan for their lives are applied throughout the day, the Bible stories are told with the intent of learning and retelling the story by the week's end so that they build a firm foundation in the living and powerful Word of God.

Snack Time gives children a time to enjoy a snack and share interesting conversation in a relaxed family-like setting.

Music time allows children to sing songs, play instruments and gain experience in fundamental music.

Movement time is a structured time to improve body movement, body awareness, and body control by working on small and gross motor skills and techniques.

Table Time is the classroom instruction time that will be introduced to broaden learning through materials and activities in art, drawing, cutting, letters and numbers.

Outside Play comes midmorning and gives the children a chance to engage in vigorous play of their choice. The teacher supports and participates in the play.

Story Time, Prayer & Dismissal is when the school day is brought to a close as the children read and look at books at the circle area and make the transition from school to home.

READING CHALLENGE

Monthly parent and child will have the "homework of a book" challenge due at the end of the month. Children receive prizes and special incentive after taking part with his/her parent. Any list made by the parent is acceptable if it lists books and activity. See monthly requirements below.

Month	# of Books	Specifics	Activity
SEP.	5 books	1 about nature / animals	Go on a nature walk together
OCT	5 books	1 about families / bodies / community helpers	Picture of child with costume/hat
NOV	5 books	1 about thankfulness	Write a thank you card together for anyone you know.
JAN	10 books	Emphasize directions about good literature, author, illustrator, front, back, spine	Student/parent choose activity that fits with one of the books read
FEB	10 books	1 about a special person or character	Draw a picture of a favorite character
MAR	10 books	1 by Dr. Seuss	Bring a library card
APR	10 books	5 must be concept books <u>examples:</u> books about numbers, letters, colors, positions	Make a concept book to read with class

SUGGESTIONS FOR PARENTS

- *Make your child feel secure and wanted at all time*
- *Read and tell him/her stories about Jesus.*
- *Bring him/her to church regularly with you.*
- *Set a good example at all times.*
- *Send your child **regularly** and **promptly** to school.*
- *Read, play a game, or cook with your child for 10 minutes a day.*
- *Be interested in what he/she brings home from school and listen intently to what your child wants to tell you.*
- *Make going to school a pleasurable experience.*
- *Tell the teacher anything about your child which will help her understand him/her better.*

- *Do not compare your child to other children.*
- *Teach your child to share with others*
- *Do not threaten your child with school or the teacher*
- *If you have any questions, misunderstandings, or grievances, discuss these things with the teacher before telling your child or others. As a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner.*

IN CONCLUSION

*We hope that this information will help you
to better prepare your child for his/her school years.*

Keep this handbook for future reference during the coming school year.

*May God bless our united effort
to bring up your child in the training
and instruction of the Lord.*