

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
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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 attend our church's Bible Information Class*
- *to visit King of Kings preschool program*
- *to visit our church*
- *to bring your child to Sunday School classes*
- *to read the Bible and hold family Bible study/devotions*

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

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 a 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*

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 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 name, address and phone number*
- *to experience color, shape, sounds, numerals, and the alphabet*

Physical Goals

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

SUGGESTIONS FOR PARENTS

- *Make your child feel secure and wanted at all times*
- *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.*

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, sounds, letters, and numbers.*

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

***Prayer, Library Time, & Dismissal** is the portion of the school day that allows us to close with a prayer, individually read and look at books, and make the transition from school to home.*

SUPPLIES

- *Supply 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 incur.*
- *Label all items with your child's name*
- *In addition, send a healthy snack and beverage daily. No soda or candy.*
- *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.

- *Make sure your child eats a good breakfast before coming to school.*
- ***Updated immunization form and doctor's physical exam forms 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.*

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 **3** tardies for a **6 week period** will need to meet with the director/teacher to make plan to improve arriving at school on time.*

*For every **3** additional tardies per **6 week period**, 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.*

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 allows them to 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 using games and special directions. 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 Time *is the center of the day. Although the lessons learned about God's love for his children and his plan for their*

DAILY SCHEDULE

| | |
|-------------|----------------------------------|
| 7:30–8:00 | Early Drop-off and Greeting Time |
| 8:00–8:20 | Story Time |
| 8:20–8:30 | Planning Time |
| 8:30–9:30 | Work Time |
| 9:30–9:40 | Recall Time |
| 9:40–10:00 | Bible Time |
| 10:00–10:15 | Snack Time |
| 10:15–10:35 | Music Time |
| 10:35–10:55 | Movement Time |
| 10:55–11:15 | Table Time |
| 11:15–11:45 | Outdoor Time |
| 11:45–12:00 | Prayer, Library, and Dismissal |

- 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.**

COMMUNICATION

Preschool Report Cards: Parents will meet with the teacher in October and March and other times as needed throughout the year to discuss progress in any and all areas of development.

The Communicator: Parents will consult weekly news updates via email or paper copy to be aware of upcoming lessons and events.

Family Involvement: Parents are invited to share a book, ability/talent, or food with the class. This will be arranged with the teacher and.

SINGING OPPORTUNITIES

Your child will learn songs to sing for:

3-4 regular Sunday church services

Children's Christmas service

Good Friday service

Entertainment Night

Graduation

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

DISCIPLINE PROCEDURE

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, conferences will be held with parents, teachers, and eventually principal, pastor, and/or the board of education (BYD) to determine the next step.

READING CHALLENGE

Each month students will be encouraged to read and complete a number of points for each book read in our Accelerated Reader program. To begin, each time you read a qualifying book, login to the site visitkok.com/accelerated-reader and choose the quizzing site option on the page. Then enter lowercase first and last name of your child, using just the first name for the password. Once the book is chosen, a few multiple choice questions appear for you to ask your child. Points are awarded for correct answers. Children receive prizes and special incentives after achieving the goal for the month.