

Parent & Student HANDBOOK



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

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HANDBOOK POLICY

Kings Avenue Christian Preschool reserves the right to alter any of the policies and procedures in this handbook if deemed necessary. All parents are held responsible for knowing and abiding by the policies and procedures in the Handbook. An exception to any policy in this Handbook for one is not meant as a change in the policy for all.

INTRODUCTION

Welcome to Kings Avenue Christian Preschool

We are very happy to have your child enrolled in our school. We feel privileged that you have given us the opportunity to share in his/her spiritual and academic growth.

Family Engagement

We encourage our parents to take an active part in our activities. Our school calendar outlines all activities throughout the school year. Parents are encouraged to volunteer and to participate in any and all activities throughout the year, as well as work with teachers on any special classroom activity. We will endeavor to work closely with you in every way we can to help make your stay with us a successful and pleasant learning experience.

Open Door Policy

KACP observes an open door policy and encourage you to visit your child in school anytime throughout the day.

Mission/Philosophy/Goal

Our mission, goal, and philosophy is to train up students who are Christians to be wise, understanding, and knowledgeable. The purpose of KACP is to provide a Christian education that will lead students to a saving knowledge of Jesus Christ. We will work together as a team to instill confidence in our students for their success. We will use the Bible as the cornerstone for daily growth and guidance interwoven with spiritual truth. We are committed to provide an education, promoting excellence and balance in mental, physical, and spiritual stature that prepares our students for higher education, vocational and life experiences.

Statement of Faith

1. WE BELIEVE that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
2. WE BELIEVE God the Father is our loving creator and ruler of the Universe. Out of nothing, He created all that we know and all that we are yet to discover. ~ *Genesis 1:1, 26-27, 3:22 ~ Psalm 90:2 ~ Matthew 28:19 ~ I Peter 1:2 ~ II Corinthians 13:14 ~*
3. WE BELIEVE Jesus Christ is the Son of God. ~ *Matthew 1:22-23 ~ Isaiah 9:6 ~ John 1:1-5, 14:10-30 ~ Hebrews 4:14-15 ~ I Corinthians 15:3-4 ~ Romans 1:3-4 ~ I Timothy 6:14-15 ~ Titus 2:13 ~*

4. WE BELIEVE in the Holy Spirit. He lives in every Christian from the moment of salvation. ~ *II Corinthians 3:17 ~ John 14:16-17, 16:7-13 ~ Acts 1:8 ~ I Corinthians 2:12, 3:16 ~ Ephesians 1:13, 5:18 ~ Galatians 5:25 ~*
5. WE BELIEVE God's Word, the BIBLE, to be the inspired and only infallible authoritative Word of God and is His revelation to man. The daily lives of God's people will be changed as a result of knowing and studying His word. ~ *II Timothy 1:13, 3:16 ~ II Peter 1:20-21 ~ Psalm 12:6, 119:105, 160 ~ Proverbs 30:5 ~*
6. WE BELIEVE people are made in the image of God, to be like Him in character. ~ *Genesis 1:27 ~ Psalm 8:3-6 ~ Isaiah 53:6a, 59:1-2 ~ Romans 3:23 ~*
7. WE BELIEVE salvation is God's free gift to us, but we must receive it. We can never make up for our sins by self-improvement or good works; only by trusting in Jesus Christ as God's perfect sacrifice. Eternal life begins the moment one receives Jesus Christ into their life by faith. ~ *Romans 5:1, 6:23 ~ Ephesians 2:8-9 ~ John 1:12, 14:6 ~ Titus 3:5 ~ Galatians 3:26 ~*
8. WE BELIEVE, because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. ~ *John 10:29 ~ II Timothy 1:12 ~ Hebrews 7:25, 10:10-14 ~ I Peter 1:3-5 ~*
9. WE BELIEVE the education of a child or young person must be a cooperative effort with the family. It is the parental responsibility to see that children are taught a proper understanding of the world. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered worldview. ~ *Deuteronomy 6:6-7 ~*
10. WE BELIEVE people were created to exist forever either eternally with God through forgiveness and salvation (Heaven), or eternally from God by sin (Hell). ~ *John 3:16, 14:17 ~ Romans 6:23, 8:17-18 ~ Revelation 20:15 ~ I Corinthians 2:7-9 ~*

Membership

KACP is a member of the Hillsborough County Christian Educators' Association (HCCEA) and the Southern Baptist Association of Christian Preschools, and the Association of Christian Schools International (ACSI). HCCEA's vision is to demonstrate God's love and truth to the educational community. SBACS' mission is to promote the education of children toward a Biblical worldview by providing information, training, fellowship and avenues of influence for pastors, educational leaders and God's people. ACSI exists to strengthen Christian schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Jesus Christ.

Nondiscriminatory Policy

Kings Avenue Christian Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities made available to students. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, and programs.

The following conditions will be considered when admitting students. These conditions include but are not limited to:

- If KACP does not have a program to meet the needs of a student, admission will be denied and all monies paid, except for the registration fee, will be refunded. **(PLEASE NOTE: KACP is NOT qualified as a “special needs” facility. Our staff is not trained to work with students who are hearing impaired, sight impaired, physically limited, learning disabled, emotionally or mentally challenged.)**
- ***Students must meet the age requirements by September 1 in order to enroll in these grade levels. All preschoolers, except 2-year olds and below, must be potty trained.***

CAMPUS PROCEDURES

Office Hours and Days of Operations

The school office is open Monday – Friday from 7:00 a.m. to 6:00 p.m.

School Hours and Days of Operations

Half-Day Preschool ----- 7:00 a.m. – 12:30 p.m. Monday - Friday

Full-Day Preschool----- 7:00 a.m. – 6:00 p.m. Monday - Friday

We encourage students to be at school prior to 10:00 a.m.

All students must be under adult supervision at all times. **Please do not drop off your child to wander into the center by themselves.**

Arrival and Departure

All students are to arrive at school no earlier than 7:00 a.m. **Please do not attempt to have a conference with staff members upon students’ arrival; however, please schedule an appointment for a more appropriate time.**

ALL students are to be brought into the center and released to teachers. Do NOT park in the rear of the building and enter via the back doors. Please do NOT park and leave your vehicle blocking traffic. If you need to park and walk in, please use designated parking areas. REMEMBER: All lanes are ONE-WAY. Please follow the signs located at the entrance of the campus and maintain a maximum speed of 10 mph at all times.

Office check-in

All visitors must register with the school office and present proper identification. This is for the safety of all staff and students. Parents must identify those persons with permission to pick up their children. Any changes in that information must be given in writing in advance of a child leaving campus.

Release of Students/Sign In and Out

Students will be released only to parents or guardian and persons on the emergency and authorized pick-up list on enrollment application signed by parents. Proper identification and parental consent is required before the student is released to anyone other than the parent or guardian.

Attendance Policy

Students are expected to attend school daily, barring illness or family emergency. Please make every effort to arrange vacations and other appointments after school hours or during scheduled holidays and days off.

Absence

1. When your child is absent, call the **school office at 684-9453** before 9:00 a.m. Notify the school of your child's absence, the reason, and the anticipated length of the absence. A doctor's excuse is required for 3 or more consecutive days of absence.

Vacation

Students are granted two weeks vacation during the year at no pay. Regular fee will apply to all other time away from school. Request for vacation must be made in writing at least one week prior to taking vacation; exception will be made only in the event of an emergency. **School Readiness students can be absent only 3 days a month; any other absences during the month should be covered under the extraordinary circumstances outlined by School Readiness policies. Absences not covered will be charged at the school's full time rate.**

Student Health and Welfare

The physical health and welfare of each student is of highest priority at Kings Avenue Christian Preschool. We realize that our effectiveness in teaching spiritual, academic, and emotional truths is largely dependent on the physical well being of the child. Please take the initiative to keep your child at home when he/she is ill, for his sake and for the sake of other children. Never send your child to school with a fever, even though he/she feels fine.

Allergies (food and non-food)

Upon enrollment parents are required to fill out the Allergy section on the enrollment application notifying KACP of any and all known allergies and symptoms their child may experience. This information should be updated as conditions change. KACP provide a listing of all allergies to all classes and in lunch rooms.

Personal Injury and Accident

An accident resulting in personal injury, no matter how minor, is to be reported to the teacher or school office immediately. An accident/incident report will be filled out for parents director's signature. A copy of the report will be given to parent and the original will be kept in the child's file.

Medical Condition

Upon enrollment parents are required to fill out the Medical condition section of the enrollment application notifying KACP of any and all known medical and or chronic conditions and symptoms your child may experience. This information should be updated as conditions change. The director will work with parents, teachers, and doctors to develop plans to meet the needs of children.

Illness

Parents will be contacted if a student has a temperature 99.4 F or higher, has vomited, has head lice, diarrhea, or another communicable condition. The student **must** be picked up by a parent or authorized person within the hour. **Students who have vomited, had diarrhea or had a fever within the past 24 hours may not be brought to school.** Parents will be given a copy of sick policy for their files and will be asked to sign a copy of the sick policy, which will be placed in students' files.

Medication Policy

Any children required by their physician to take medication at school, must have the appropriate form completed and signed by parent prior to any administration of medication. All medication must be in the original container with the child's name, physician's name, medication names, and medication directions. Medication will be stored by office personnel. This includes over-the-counter medications, such as cough syrup, aspirin, allergy pills, breathing treatments, et cetera. Medications cannot be left in the classrooms.

Lunch and snacks

Students will pray with their teachers daily prior to eating. Lunches will be packed in brown paper bags or lunchboxes that do not contain inappropriate cartoons or pictures. **Lunches will not be refrigerated or reheated. Please be advised that no lunches from outside vendors (i.e. fast food) will be allowed under any circumstance.** Please ensure that your child brings a healthy and balanced lunch that includes a beverage (carbonated drinks / sodas are NOT allowed).

Personal Belongings and toys

We provide an ample supply of toys, games, and equipment for the enjoyment of all our children. Due to the possibility of loss or damage, we request that personal items of this nature (other than a stuffed animal, or the like, to nap with) not be brought to the center. If your child does bring a personal item, it must be safe, non-disruptive, and have the child's name clearly marked in permanent ink. If the item is lost or damaged, KACP, any other child, nor the parent of any other child, will be held responsible for the loss or damage of the item.

Property Damage

The actual cost of any property damage by a student must be reimbursed to KACP by the parent/guardian.

Field Trips / Volunteer Drivers

Off-campus field trips are only for K-4 students and/or summer camp students. It is required that parents transport their children to off campus field trips, since KACB does not transport students. Field trips are intended to be educational and beneficial to the student. It is important for the student to attend planned trips. KACP makes every effort to keep the cost of these field trips to a minimum, and we cannot accept passes or discounts for admittance. **All permission slips and necessary fees are due by the date indicated on the announcements. Late payments or repeated poor conduct may result in not being allowed to attend the activity.**

Parent Volunteers / Visitors

All parent volunteers and visitors **must** sign in at the school office upon arrival on campus. Parent volunteers and visitors are not allowed in any other part of the campus except for the designated area to which they are assigned. The following guidelines are established to control unauthorized visitors on campus:

1. All volunteers and visitors are limited to only assigned designated areas.
2. Volunteers or visitors are allowed in the classroom when attending a scheduled event approved by school administration.
3. Parents may observe classrooms for thirty (30) minutes a visit. These visits can be done at any time throughout the day (see our open door policy)
4. Volunteers and visitors must sign the log located at the school office and present a valid driver's license to receive an approved badge. Badge must be worn at all times while on campus. Driver's license will be returned to visitor at the time the badge is returned to the school office upon departure and signing out of the visitor's log.
5. Only screened staff members are allowed to supervise students.
6. Parents are encouraged to set an example by following modest dress guidelines when on campus and at school activities.

Classroom Parties/Food Brought from home

Parties will be permitted at Thanksgiving, Christmas, Valentine's Day, Easter, and at the end of the year only. (No parties are permitted for Halloween, which is not observed). Please be aware there are certain holidays where guidelines apply in keeping with our Christian faith (no secular characters or symbols). We will issue reminders about these things in school communications.

Student birthday parties within individual classrooms are acceptable. Parents may bring refreshments for the class on these special days; however, food brought from home must be store bought and in the original container. The director or teachers must be notified in advance of celebrations, which should be kept simple. No costumed characters should be invited to school parties.

If your child is having a birthday party and you are giving out invitations, please do so through the mail. If every child in the class is invited, then the teacher may distribute them.

Bible Teaching/Chapel

Morning devotions will be held in each classroom, including prayer time and pledges to the Christian and American flags and to the Bible.

Chapel services are held weekly for all students. Students sing worship songs and choruses, hear testimonies, and hear character-building messages from God's Word. Parents are encouraged to worship with us at chapel services.

Fire / Severe Weather Drills

Fire and severe weather drills are practiced periodically. Evacuation plans are posted in each classroom. Students will be expected to remain silent during any type of drill. All persons on campus must exit the building during a fire drill.

Hurricane Policy

KACP will always close when a "Hurricane Warning" has been issued. In all other instances, we will follow Hillsborough County Schools, unless Hillsborough County Schools are not in session. In this case, tune in to your local radio and television stations for updated school closings. You may also contact the school for a special recorded message on the day in question.

Emergency Evacuation

Arrangements have been made with Southside Baptist Church of Brandon for evacuation refuge in the event of a disaster. Southside Baptist Church is located at 415 West Lumsden Road. All students will be directed to this location in the event of fire, tornado, hurricane, or any other natural disaster or emergency. Students will be released to parents with proper identification from the evacuation shelter.

FINANCIAL PROCEDURES AND POLICY

Fees/Payments

The annual registration fee must accompany the enrollment application (all students). This fee is due annually in August. *This fee is non-refundable.*

The curriculum and resource fee is due upon enrollment. This fee is due annually in August. This fee is non-refundable.

Payment options for tuition:

1. Full month tuition by the 1st of the month: If this option is chosen, payments not made by the 10th of the month will incur a \$25 late fee.
2. Weekly tuition payments: If this option is chosen, tuition is due every Monday of the week in which service is provided.

All fees are payable by cash, money order, credit or debit card, or first party check drawn on a local bank. Any fee not paid by Wednesday of that week will be assessed a \$10 late fee. If we are closed on Wednesday, fees will be late after Tuesday. If payment is still not received by Friday of that week, the student will not be allowed to return to class until full payment, including late fees are paid in cash or money order..

Late Pick Up Fee

Closing time is 6:00 p.m. sharp. There is a late pick up fee of \$1 per minute or part thereof for every pick up after closing time. The fee must be paid when you pick up your child or it will be billed to you on your next statement.

Discounts: Members of Kings Avenue Baptist Church will receive a \$5.00 per week discount for the first child enrolled.

Families with multiple children will receive a \$10 discount for the second, third, et cetera, child.

Tuition payments will be submitted in the form of a check payable to KACP. If paying in cash, do so in person at the school office. All cash payments will be issued a receipt as proof of payment. Tuition payments may be brought to the school office on or before the due date. If remitted in your child's folder, it should be in an envelope with the child's name with **TUITION** marked legibly on the front. It is not the child's or the teacher's responsibility to insure receipt of payment; it is the parent's.

Returned Checks

1. Non-sufficient funds (NSF) fees for checks or debts that are returned will be set at \$30.00 per occurrence. The returned check plus service charge must be paid by Cash or Money Order within 24 hours of notice to issuer. Upon return of a Second Check, for three months, all payments must be made by cash or money order. Each subsequent returned check will require three months of payment by cash or money order.

Withdrawal

The parent promises to properly withdraw the student when care is no longer required. This is accomplished by (a) completion and return of a student withdrawal form one week prior to withdrawal or payment of an \$85 withdrawal fee.)

ACADEMIC STANDARDS

Preschool teachers will update parents on their child's progress through conferences, written communication, and quarterly reports.

Parent-Teacher Conferences

Conferences may be scheduled throughout the year as deemed necessary by either parents or teachers. Please call the school office to arrange a conference. A message will be relayed, and the Director will contact you to set an appointment. Spur-of-the-moment meetings will not be arranged unless it is an extreme emergency. In situations unresolved by the teacher or Director, parents may request a conference with the School Board. To arrange a conference with the School Board, please notify the school office in writing. Please include the reason for your request. The Director will contact the board's chairperson. The Director will contact you with a time set that is convenient for all parties.

Preschool Dress

Preschool students may wear jeans, shorts, or long pants. All clothing should be in good condition; torn clothes are not permitted. The Children should dress appropriately for the weather. All outer garments such as coats, sweaters, hats should be marked clearly with the child's full name

The following items are **NOT** allowed: Tank tops, sleeveless blouses, spaghetti strap blouses, halter-tops, midriff shirts, sandals, open-toe style, or strapless shoes, and hats.

Logos on any clothing item representing non-Christian values should not be worn, especially certain holiday items. Mohawks and other distracting hair styles are not permitted.

Holidays – Non-School Days

KACP will be closed for the following holidays: Labor Day, Independence Day, Thanksgiving Day, Christmas Day, New Year Day, Good Friday, and Memorial Day. KACP is closed at 3:00 p.m. on Christmas Eve and New Year's Eve.

DISCIPLINE

- We desire that discipline will be communicated in a loving way to the child. We also strive to maintain clear lines of communication with the home to prevent serious problems from developing. KACP emphasizes positive re-enforcement for discipline. Teachers are trained to redirect any negative behavior. Age appropriate time-out is also used for discipline—one minute per age. Children who regularly exhibit violent behavior such as hitting, kicking, throwing, biting, will be expelled.
- Children will not be subjected to discipline which is severe, humiliating or frightening; discipline will not be associated with food, rest, toileting as punishment or reward, the denial of basic needs, or the denial of active play. In addition, we will not use methods of discipline that involve isolation.
- Spanking or any other form of physical punishment, emotional or physical abuse, or humiliation is prohibited. Positive methods of child guidance will be used..

MINISTRY OPPORTUNITIES AT KINGS AVENUE BAPTIST CHURCH

We are glad you chose our Christian preschool for your child. We love children and youth here at Kings Avenue Baptist. We would consider it a privilege to team up with you in worshipping our great God together. We would like to come alongside you and help you train and teach your children to love God, others and themselves. Our Sunday School and AWANA programs are some of the best Christian teaching ministries in the area.

Established in 1979, Kings Avenue Baptist Church is affiliated with the Southern Baptist Convention and is in agreement with the doctrinal statements found in the Baptist Faith and Message. KABC actively supports missions with our time and finances, offers children a Christian education through Kings Avenue Christian Preschool, equips believers through various discipleship opportunities, and provides a Christ-centered praise and worship experience.

KABC is located on Kings Avenue in Brandon, Florida. The church is well known in the community for its “Walk through Bethlehem” presentation during the second weekend of December. This community outreach provides people an opportunity to travel back in time to first century Bethlehem to witness the birth of Christ.

KABC is a family-oriented church with ministry opportunities for every age.

KABC pastor and/or staff or visitation team may visit our preschool families at their homes.

Staff:

Pastor: Rev. Charles M. Richard Jr.

Worship Leaders: Anthony Anderson and Cassie Kubler

Youth Director: Lyle LaFountain

Children’s Director: Fran Rice

Church Preschool Director: Lisa Jarboe

Church Administrator: Bill Brown

Church Secretary: Evelyn Brown

SUNDAY

- 8:15 a.m. Sunday Morning Worship Service (Traditional)
- 9:30 a.m. Sunday School / Bible Study
- 10:45 a.m. Sunday Morning Worship Service (Contemporary)
- 5:30 p.m. TREK (7th - 9th Grade)
- 6:00 p.m. Sunday Evening Service

WEDNESDAY

- 6:45 p.m. AWANA (PreK3 - 6th Grade)
- 7:00 p.m. Adult Bible Study and Prayer
- 7:00 p.m. Youth Activities

KABC also offers small groups on various days and times. Call the church office at 685-3095 for more information on these or any of the other ministries.

Visit our website for more information: www.kingsavenue.org