



School Age and Preschool

Parent Handbook

February 2020

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Dear Kingdom Krew Parents,

Welcome!

We are so glad you have chosen Kingdom Krew to care for your child's after-school and preschool care needs. We seek to foster a safe and engaging environment for each child in our care. We are a Christian, faith-based program and incorporate these values into our teaching and activities. We currently provide after school pick-up for children at the following schools: Bagby, Booksin, Fammatre, Steindorf, Schallenberger and St. Christopher. We also plan monthly activities for families with the goal of strengthening family relationships and fostering fun memories for you and your child(ren). Stronger families make stronger communities. We look forward to getting to know you and your family this year.

Please stop by the office if you ever have questions or concerns, or just to introduce yourself.

Blessings,

Kingdom Krew

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Philosophy

Kingdom Krew is a ministry of **Oasis Church**, providing preschool care all year (ages 2 - TK/Kinder enrollment), after-school care for school-age children (TK - age 12) during the school year and all-day camp (ages 6-12) in the summer.

Vision (future oriented statement):

Motivated by the love of Jesus, our vision is for a community of strong and healthy families who are defined by godly character.

Mission (how we will reach our vision):

Our mission is to strengthen families in Willow Glen neighborhood by providing after-school care to: assist children with homework, provide recreational activities, cultivate Christian character, and strengthen family bonds.

Enrollment

At the time of enrollment, parents will need to complete the Admission Agreement, required state licensing forms, and the Emergency ID Card. The non-refundable **Registration Fee** is due to the office at the time of enrollment, or through FACTS within two weeks of enrollment. Please refer to the Parent Information sheet (Fee Schedule). The **child to teacher ratio** is **14:1** on campus and on field trips for the **school age program**. However, on school age program field trips involving swimming pools, the ratio is 6:1 for all ages, per licensing requirements. The **child to teacher ratio** is **12:1** on campus for the **preschool program**. Children must be re-enrolled annually if returning to Kingdom Krew. Thirty days notice will be provided to parents or authorized representatives in regards to any changes to the admission agreement.

Please note: your child **must** be able to operate within the child to teacher ratio. **If one-on-one supervision is required, the child must be accompanied by an aide at all times.** Personal aides must be provided by the parents or per IEP allowances. Personal aides are subject to the Kingdom Krew rules and are only responsible for the child requiring services. Personal aides must submit a copy of a clear background check including fingerprints, health screening report, and current vaccine documentation from their healthcare provider.

Forms**

The following forms are required by the Department of Social Services, Community Care Licensing Agency and must be completed and submitted to Kingdom Krew within 30 days of enrollment or by the child's first day of attendance, whichever comes first.

All Student:

Admission Agreement

ID Emergency Card (Including Consent for Emergency Medical Treatment)- Completed annually for **ALL** students

Child's Preadmission Health History – Parent's Report

Notice of Parents' Right

Personal Rights

Subsidy Family Agreement (Families working with a subsidy only)

Preschool Specific Forms:

Physicians Report
Immunization Record

Incidental Medical Services (as needed, see medication policy):
Parent Consent
Physician Medical Orders

****Children will not be allowed to attend until all forms are completed and received in the Kingdom Krew office. See enrollment information.**

Pick-Up Authorization

The Emergency ID card is updated annually. All authorized pick-up people are automatically carried over to the next year. People on previous years' authorized pick-up list are not automatically removed. Please submit in writing your removal request at any time to have any person removed from our computer system.

Wait-List

When enrollment reaches capacity, new enrollees will be placed on a wait list. To expedite the process, we ask that wait-list applicants complete the enrollment packet. If a child is withdrawn from Kingdom Krew (preschool or after-school care) and wishes to re-enroll, he/she will be placed on the wait list if enrollment is at capacity.

Kingdom Krew has a capacity of 116 kids after school program children and 15 preschool children on campus. When the program is at full enrollment, a child can be placed on the waitlist. When an enrolled child withdraws, there are two primary factors for consideration when filling the spot. The first is classroom space. Each room has a space capacity and requires adequate staffing. For the school age program during the school year, the second factor is transportation from school to Kingdom Krew. There must be space in the transport van or bus for the child.

Once space becomes available, a parent will be notified one time by the phone number and or email listed on the waitlist and given 48 hours to confirm if they would like to enroll their child. The parent must return registration paperwork and pay the registration fee and prorated first month (to KK office by cash or check) to hold the spot for their child until the available start date. If a parent doesn't reply within the given time, the next person on the waitlist will be notified. A parent can request to not take the spot offered at that time but remain on the waitlist for up to two more spaces available.

Enrollment Termination

Kingdom Krew may terminate enrollment at will. Efforts will be made to reconcile concerns prior to termination when appropriate. Reasons for enrollment termination may include but are not limited to, the following: the program does not meet the needs of the child, negligence of tuition payments, and failure to abide by the policies as set forth in the Admission Agreement and Parent Handbook. Official enrollment termination will be made in writing.

Withdrawal

A two-week written notice is required for withdrawal from the program.

After-School Program

The after-school program serves families in the Willow Glen neighborhood. Children are transported daily (Monday-Friday) to Kingdom Krew from the following schools: Booksin, Schallenberger, Fammatre, Bagby, Steindorf, and St. Christopher, in accordance with school bell schedules. You may RSVP your child for in-service days. Please see the guidelines below. Families who are enrolled in the after-school program receive up to 10 free days towards in-service care. You will not be charged the daily rate until you have used up all accrued free days (one per month enrolled), up to 10.

The after-school program focuses on homework completion, enabling kids to spend time with their families during the evening. Teachers are qualified, per licensing requirements, to assist your child with their homework. Daily sports activities and free play on our spacious playground, field, and turf are provided for children. Examples include: soccer, football, baseball, basketball, street hockey, gaga ball, as well as other fun games coordinated by teachers.

Each Wednesday, children attend “Chapel” from 3 p.m. to 3:30 p.m. where they will sing Christian songs, hear a short story from the Bible, and pray. Kingdom Krew welcomes children and families from all religious and ideological backgrounds. Children who do not wish to participate in chapel are asked to sit quietly (in the chapel with the other kids) and respect those who are participating. No child shall be forced to sing or pray. We believe faith must be of free will, and while Kingdom Krew is a Christian program, we also seek to be welcoming to all.

On “Fun Fridays” children participate in “Rally,” where we sing songs and announce fun activities such as a sport, art project, or a variety of other fun activities from which the children may choose to participate. Finally, monthly family events further enable parents to connect with children and meet the staff at Kingdom Krew. See the Kingdom Krew calendar for details.

In-Service Option for School Age Children (Full Day)

During the school year, parents may choose our in-service only option which provides childcare for many of the SJUSD, Cambrian, and St. Christopher school closures. Examples include fall break, ski week, spring break, and teacher in-service days (Christmas break not included). On these dates, as detailed in the school calendars, Kingdom Krew will be open from 8:00 a.m. to 6:00 p.m. Do not drop off your child before 8 a.m. Pick-ups after 6 p.m. will be charged a late fee. An email will be sent out in advance requesting RSVP’s for in-service days. If you do not receive an RSVP reminder email for a particular school closure date, please contact the office to see if Kingdom Krew will be open. Please RSVP in writing (email KingdomKrewHub@outlook.com). See the Parent Information Sheet (Fee Schedule) for daily rate charges. Cancellations must be made at least two business days prior to the scheduled date or accounts will be charged or free days used. Staff schedules are made in advance and last-minute cancellations or additions affect our ability to staff within licensing regulations. In-service day care is open to any child from any school (enrollment packets must be completed prior).

Summer for School Age Program

Kingdom Krew provides approximately 8-9 weeks of full-day summer camp from June to August, on Monday through Friday. Registration is completed *online*. Parents can register their children to attend camp in one-week segments. Tuition is paid weekly and provides two field trips per week plus snacks. A one-time registration fee is required at the time of registration for children not enrolled in the prior school year. See website or the Kingdom Krew office for current tuition payment and refund policies.

Preschool Program

The preschool program operates year-round, Monday-Friday. Special themes and activities will occur monthly during school year and weekly throughout the summer months. The children will remain on campus for all programming.

Hours

The school age program is open from 8:00 a.m. to 6:00 p.m. during summer day camp and in-service days. During the school year, this program operates from when school is out till 6:00 p.m. The preschool is open from 7:00 a.m. to 6:00 p.m.

Holidays

Kingdom Krew is closed for all programming on federal holidays, for two staff development days annually, and the weeks of Christmas and New Year's. See the office for the annual calendar which provides specific dates.

Tuition and Payment

Your child's tuition is determined by the program schedule you selected at the time of enrollment.

Tuition Policy

Tuition for all programs (After School and Preschool) is **due** on the **FIRST of each month** through FACTS. **All payments received after are considered late and will be charged late fees as outlined below. Tuition cannot be prorated for illness, vacations, or holidays.**

Annual tuition, for the after-school program, is divided into nine equal payments from September through May. August and June are prorated according to the school schedule in which the child is enrolled. Each after school program child enrolled accrues *up to 10 free days* to use throughout the school year. These can be used on school in-service days and holidays (days when KK offers full-day care) but must correspond with school calendars (SJUSD, Cambrian, and St. Christopher). Free days are available on the first day of your child's school schedule and expire on the last day of school, or upon withdrawal from the program.

Registration Fee/ FACTS

Prior to your child's attendance at Kingdom Krew, the pro-rated tuition for the 1st month is due, along with the registration fee. The remaining tuition payments, and any additional fees, are made through FACTS, an online tuition payment program. The monthly tuition, and any additional fees, are **due on the first of each month**. All enrolled families must use FACTS for payment. Options are available for automatic withdrawal or invoicing through FACTS.

Late Fees

If a payment returns, a **return payment fee of \$30 is due to FACTS and a \$25 late fee is due to Kingdom Krew**. Approximately 18-20 days later the payment will reprocess. If tuition and any additional fees are unpaid by the second attempt, payment must be made to the Kingdom Krew office by cashier check or money order by the 25th of the month it is past due. Payment for the following month must be made to the Kingdom Krew office by the 1st (by cashier check or money order), and if not paid by the 5th business day of the month, the child will be withdrawn.

Rate Changes

Parents will be given written notice of rate changes at least thirty (30) calendar days prior to the change. Annually the fees are updated and outlined in the Parent Information Sheet, provided at the time enrollment and re-enrollment.

Overtime Charges

Children must be picked up promptly. Pick-up is always no later than 6:00 p.m. Your child is not picked-up promptly by 6:00 p.m., a late pick-up fee will be charged per child and emergency contacts notified. Please refer to the Parent Information sheet (Fee Schedule). If you do not sign-out your child as licensing regulations require, a \$5 fee will be charged.

Subsidy

Kingdom Krew accepts a limited number of subsidy enrollments. A FACTS account is still required for subsidy families as not all charges are covered by the provider. **Please note: YOUR TIMESHEETS are equivalent to your PAYMENT.** Accurate timesheets are **required by the tuition due date**, or late fees will apply. The registration fee is required at the time of enrollment. You will be reimbursed for the registration fee by Kingdom Krew at the end of the school year, or upon withdrawal from the program, if your subsidy provider has paid it and there are no outstanding account balances. You are responsible for any charges not covered by the subsidy provider which may include late sign-out fees, absences, holidays, and or closures. Please see the subsidy contract for complete information. It is the parent's or guardian's responsibility to keep current on required subsidy documents.

Scholarship

Scholarships are available and selected by the Scholarship Committee, for those who apply and demonstrate financial need. Funds are limited and determined by the amount raised through our fundraising events. For more information, please stop by the office.

Transportation for School Age Program

Arrival/Pick-Up

Children will arrive from school by Kingdom Krew transport between 2:15 and 3:15 p.m. on regular dismissal days. On early dismissal days children's arrival is dependent on dismissal time and bus route. Our goal is to arrive on campus within 30 minutes of dismissal. There are many factors that can impact arrival to Kingdom Krew so times are an estimation.

Teachers will wait at designated areas at each school to collect your children. If a child does not show up within approximately 5 minutes of the bell ringing, you will be called to make sure that your child was at school that day and to determine if they should be expected to arrive. If your child has not shown up 10 minutes after the dismissal bell, the bus will return to Kingdom Krew as drivers have multiple pick-ups to coordinate. Kingdom Krew will continue to reach out to both the school and the parents to ensure that no child was left at a school. If possible, Kingdom Krew will return to the school if the child is located and parents are unable to drop their child off. Please discuss the importance of being punctual with your child.

On occasion, a child will exhibit non-compliant behavior during pick-ups. If a teacher is unable to safely load and transport a child, the child will be sent to the school office and parents will be notified. Please prepare your child with bus safety expectations. Bus/van rules include:

1. No yelling.
2. Face forward.
3. Use seatbelts (all) and booster seats (age 7 and under).
4. Do not unbuckle until the vehicle is completely stopped and you are instructed to do so by the teacher or driver.
5. Keep hands and feet to yourself.
6. Do not eat or drink in the vehicle.

Departure

Students can be picked-up from Kingdom Krew at any time during the program, after the child is signed in. You must sign your child out each night before 6 p.m. **If you cannot arrive by 6 p.m. for any reason, you must contact another authorized person to pick up your child.** Late fees will be assessed for children collected after 6:00 p.m. Please refer to the Parent Information sheet (Fee Schedule) and Overtime Charges policy.

On family event nights, it is still important to sign-out your child *before* 6 p.m. It is still a legal licensing requirement. If guardians do not sign a child out, the office must manually change each child's clock out time to ensure charges are not passed on to you. Please help us by taking care of your child's sign-out promptly.

Sign-in and Sign-out

The sign-in and out procedure is extremely important. It is the official transfer of responsibility for the child from the parent to Kingdom Krew at sign in, and back to parent at sign-out. In an emergency, the sign-in log may be the only record available of your child's attendance at KK that day. Every person who picks up your child must have prior approval by parents. It is the parent's responsibility to contact Kingdom Krew with new approved pick-up persons. Written approval needs to be provided for any adds or removals to the pick-up list. A driver's license number, or another 7-digit number, is required for check-in and check-out procedures. **Each pick-up person is required to have their own number. Do not share your number with family or friends.** Children are not allowed to touch the computer, keyboard, or mouse as **this is a legal process.** (See Enrollment for pick up authorization).

Sign-in

Children arriving by Kingdom Krew transport will be signed in by a Kingdom Krew staff person each day. If you transport your own child from school directly to Kingdom Krew or drop off on a full day, you must accompany your child to the classroom to sign-in and transfer responsibility to the staff on site. A person without a sign-in access code may check the child in at the office for drop off.

After School Program Bikers/Walkers – If your child bikes or walks to Kingdom Krew, he/she must check-in at the office. Kingdom Krew is not responsible for children until they check in at the office. Once the child has checked in at the office, a staff person will sign them into the computer system. A bike rack is located inside the gated campus. Please make sure your child locks his/her bike to avoid theft.

Sign-out

Each child needs to be signed out by an authorized adult. If children are not signed out per licensing requirements, a \$5 fee will be charged to the FACTS account.

Late Pick Up Protocol

Parents should contact the KK office, if they know they will arrive after 6:00 p.m.

6:05 Staff person calls all legal parent or guardian (unless court order prohibits). **If the parent/guardian is not able to arrive at Kingdom Krew by 6:15 p.m., they need to make alternative arrangements for pick-up** of their child. **Leave message with phone number to return the call.**

6:10 Check KK phone for message. If parent/guardians are unreachable, staff person contacts all people on the authorization to release list (if a phone number is listed).

6:30 If no person listed is reachable or able to pick up the child, the staff person will call the director.

After two late pick-ups, occurring after 6:15 p.m., and all pick-ups occurring after 6:30 p.m., the parent will be contacted by the director to discuss an emergency pick up plan.

Parking

Parking is allowed in designated parking spaces. Do not park next to or behind the Kingdom Krew vans. The south parking area (along the wood fence behind the church) is reserved for childcare vehicles only. If you are in need of handicap parking, please talk to the director about opening the front gate.

Drive slowly in parking areas as children are often present. Do not leave children unattended at any time in your vehicle. It is against the law to leave a child unattended in a parked car, unless a person 12 and older is present with the child. Do not leave your engine running. Do not leave valuables in your vehicle. Oasis Church and Kingdom Krew are not responsible for lost or stolen items. This is an opportune time to teach street safety. Children should never be allowed to run ahead of adults through the parking areas.

The main driveway gate is generally open Monday through Friday 9:00 a.m.-6:00 p.m.

Gate Safety

All pedestrian gates must be closed *every time you enter or exit*, no matter the length of your visit. Enforce the safety rule “Only parents and teachers open gates”.

Snack Policy

School Age

Snacks are provided to children every day at Kingdom Krew, around 9:45 a.m. and 2:15 p.m. on full days, or upon arrival at Kingdom Krew on regular schedule days (usually between 2:30 p.m. -3:30 p.m.). Most days, your child will have the option to choose fruit or veggies and a cracker or bread. Water is available each day. **If your child has an allergy**, please let us know at the time of enrollment so that we can prepare. There is always an allergy free option and a nut free table. You may also opt to send your own snack to Kingdom Krew if you have specific requirements/preferences. **If your child has an allergy that requires medication, please ensure Kingdom Krew has a doctor’s note and available prescription medication** in the event they eat a snack they are not supposed to consume. (See Medication Policy). Snack schedules are posted near the sign-in/out computer. Children may not share food, even between siblings, during the program.

Preschool

Preschoolers who will be on campus for the full day are required to have their own lunch, which requires no preparation on the part of staff. Snacks are provided to children in the morning and afternoon. Most days, your child will have the option to choose fruit or veggies and a cracker or bread. Water, juice, or milk are available each day. **If your child has an allergy**, please let us know at the time of enrollment so that we can prepare. There is always an allergy free option. You may also opt to send your own snack to Kingdom Krew if you have specific requirements/preferences. **If your child has an allergy that requires medication, please ensure Kingdom Krew has a doctor’s note and available prescription medication** in the event they eat a snack they are not supposed to consume. (See Medication Policy). Snack schedules are posted near the sign-in/out computer and are served in age appropriate quantities.

Sick Policy

State Licensing regulations require that a child exhibiting signs or symptoms of illness including, but not limited to, vomiting or fever, be excluded from the program. Each day, upon arrival, a staff member will observe your child for any signs or symptoms of illness. When Kingdom Krew staff pick up children from school with any signs or symptoms of illness, your child will be taken directly to the Kingdom Krew Office.

Exposure Notice

This policy is designed to protect your child, other children, and staff. If your child is exposed to any communicable disease at Kingdom Krew, you will be notified in writing of the exposure and any signs or symptoms of which you should be aware.

Pick-Up and 24-hour Policy

If your child becomes ill while at Kingdom Krew you will be notified and expected to take your child home as soon as possible. You should keep your child home if exhibiting one or more of the following symptoms:

- Fever of 101.4° or higher within a 24-hour period
- Vomiting or diarrhea within a 24-hour period
- Sore throat / swollen glands
- Persistent cough / bronchitis
- Nasal discharge, thick and opaque or yellow/green
- Raised bumps, or rash or blotches
- Swelling / weeping and/or redness in eyes
- Excessive fatigue or listlessness
- Open sores around the nose and mouth area

For the consideration of other children and staff, if your child has head lice, please treat their hair and comb out nits before returning them to the program.

Please notify the office by calling or emailing if your child has a communicable illness or head lice, so that others may be notified. The child's name will not be disclosed.

Note: Children must be **symptom free for 24-hours** *before* returning to Kingdom Krew.

Medication Policy

If a prescription or nonprescription medication must be administered while your child is at Kingdom Krew, you must fill out a release form giving Kingdom Krew written instructions and authorization. The medication must be in its **original container**. The label must be unaltered and legible, with the ***instructions and dosage as prescribed by a physician***. The name on the prescription must match the name of the child. **For safety, we require that medications be brought directly to the office by an adult, and *not* transported via lunch box or backpack.**

Non-prescription medication will only be administered with written consent by the parent or guardian including directions for administration of the medication. This written consent must be documented in the child's file and in the office medical file. Medication must be in its original packaging including dosage instructions.

If your child takes medication for a chronic illness, such as asthma or allergies, a medication form must be signed by the physician giving instructions and permission for the Kingdom Krew staff to administer and store the medication. This form is kept in your child's file.

Incidental Medical Services include: administration of blood glucose monitoring, inhaled medications (nebulizer), epi-pen injections, glucagon injections, gastronomy feeding tubes, insulin shots or pumps, or other medical orders. For any IMS services, additional consent is needed from the parent (see enrollment forms) and a meeting between the parent and director to determine if the program can provide for the needs of the child and carry out the necessary medical services. The plan would outline the type of service, record keeping of the service, staffing requirements, and safety precautions. Medication and supplies would need to be signed in and out from the office, as needed.

The program maintains a written record of the administration of all medication.

Ouch/Illness Reports

Parents will be notified when their child(ren) receive medical attention for an injury or emergency. A written Ouch/Illness report will be signed by the director and sent home for parent review and signature. A copy will be kept in the child's file. Daily medications will not be reported to parents if prescription note mandates daily or regular administration; however, a record will be kept in the office. For more serious injuries, the director or office assistant will contact the parents immediately, or after contacting EMS, if needed.

Emergencies

In the event of a life-threatening emergency, Kingdom Krew is required to call 911 and the "Consent for Emergency Medical Treatment" plan will be followed. A parent or guardian will be immediately contacted. If a parent or guardian is unavailable, emergency personnel may require emergency transport to the nearest hospital. Please note: in the event your child is involved in an accident while in the care of Kingdom Krew, family medical insurance will be exhausted before Kingdom Krew's insurance will begin coverage.

Discipline Policy

It is our goal to equip children to face the challenges and obligations of life. This can be achieved by developing the Christian values and life skills needed to meet the demands placed on them by their school, their peers, and later by adult responsibilities.

Discipline is the setting of limits and principles of classroom behavior and then enforcing those boundaries. It is essential that children be informed of acceptable behavior and how to interact in a respectful manner with fellow students and teachers. There will be **no corporal punishment used at any time for any reason at Kingdom Krew.**

Method

- Set reasonable limits – Beginning with the curriculum, and moving into all areas of the class time, limits are set that are consistent with the ability of the student: respect teachers, others, and self, listening to/following instructions, kindness in speech etc.
 - Respect God
 - Respect Others
 - Respect Ourselves
 - Respect Our Things (stewardship)

- Identify rules and expectation in advance – Children feel secure when they know what is expected from them. Therefore, rules are clearly defined and enforced.
 - 1st Infraction: Reminder of rules
 - 2nd/3rd Infraction: Time-Out and/or Loss of Privilege
 - 4th Infraction: Report to Office/Parents

*This process may escalate more quickly depending on the type of behavioral infraction. The safety of all children, including the child being disciplined, is our highest priority.
- Determine what is and is not acceptable behavior – Children make mistakes and accidents will happen. Each situation is reviewed individually to determine the best response.
- Consistently enforce rules/expectations – Children need to know what is expected of them. If a behavior is unacceptable today, it will not be acceptable tomorrow.
- Show love, kindness, and understanding at all times – Children often need help processing their emotions and it is our job to guide them towards self-control, respect, and empathy. Behavioral consequences will not be enforced until children have control of their emotions.
- Use **POSITIVE reinforcement for good behavior**. Try not to focus on the negative behavior when possible, but create an environment where children are rewarded and praised for making good choices.

We reinforce appropriate behavior and identify unacceptable behavior. Consequences are administered when appropriate.

Most behavior can be responded to with dialogue – gentle reminders of the rules and expectations – while other behavior is followed up with immediate and related consequences. Teachers will help children learn how to communicate their needs and emotions, so that altercations with other children can be avoided or de-escalated. Examples of consequences include: time-out (1 min per year of age) and/or sitting out from certain activities (no swings, or slide). Humiliation and isolation are never allowed. If a child does not seem to be responding to the regular classroom correction, the parent will be informed of the behavior and invited to work with the teachers to develop a strategy to help the child succeed.

It is hoped that all conflicts can be resolved within the classroom, but we understand that some children need more reinforcement than others. The director is always available to assist when necessary and communication with the parents will be on-going. We encourage parents to reinforce behavioral plans at home, as applicable.

Parent Communication Reports

Parent Communication reports will be written and sent home to parents for significant behavior or reoccurring infractions/incidents. The purpose of these reports is to keep communication between parents and teachers open and to work together to reinforce appropriate behavior.

Time-Out Policy

Time-out is not considered discipline. It is a gift of time given to a child whose emotions are out of control. When a child needs to take a short break to get emotions under control, he or she can sit out and take some deep breaths before continuing with the discipline dialogue. Occasionally, a child will become over-emotional and be dangerous to others. If this happens the child will be removed from the classroom until the emotions are under control and the dialogue can be re-entered. Parents will be contacted if a child is not responsive to teacher interventions. If a child needs a place to calm down, a location can be chosen by the teacher/director which is still in view of teachers yet allows space for the child (examples: chair, bench, or area away from other children, yet still in view of the teachers). Children will never be left unattended and will not be made to feel shamed or ostracized from the group.

Emergency Policy

As a parent it is important to have a role in your childcare provider's emergency plan. The most critical thing you can do is ensure your child has an up-to-date kit with supplies. The following are tips for parents on how they can be involved in their childcare program's emergency preparedness plan:

- Get a copy of your childcare providers emergency plan at enrollment and each year.
- Ask your childcare provider if there are any changes to the plan at the enrollment and each year.
- Keep a copy of your provider's emergency plan at home, at school, and at work.
- **Update your emergency contact information as needed.** Make sure your provider has permission to transport your child.
- Participate in drills. It's a good idea to practice these same drills together at home.
- Make sure you sign permission forms for your child to participate in off-site evacuation drills.

Emergency Comfort Kits:

In order to best care for your child in the event of an emergency, Kingdom Krew requests that each child bring supplies for a comfort kit. Kingdom Krew will provide a large Ziplock bag to store your child's comfort items. Kits should be brought to Kingdom Krew during the month of August, or first month of attendance. Items will be returned at the end of the school year, or upon withdrawal from the program. Please stop by the office to request your belongings. Please also update items (clothing/food) as your child grows or items expire.

The Emergency Comfort Kit may include items such as:

- An extra set of clothes (update as child grows)
- A comfort item such as a toy (top, notepad/pencil, playing cards, etc.)
- A picture of your child with their full name and date of birth on the back
- A picture of your family
- A letter from you or other family members (for older children)
- Non-perishable snacks such as granola bars, protein bars, crackers, etc., (Items will be stored in a utility closet, so choose items that will not melt or leak).
- 1 bottle of water, no larger than 20oz
- Emergency blanket (compact silver blankets- Provided by Kingdom Krew)
- Optional: a small flashlight, extra batteries, flip flops, baby wipes, tissue, lip balm, hand sanitizer, sunscreen, etc.

Emergency Drills

An emergency drill will occur on a monthly basis, typically the first Wednesday of each month. The types of drills conducted are as follows:

1. **Earthquake:** *Drop, Cover, Hold On*
2. **Evacuation:** Children will be taught to line-up when hearing, "*Kingdom Krew Right Here,*" teachers will conduct a head-count then walk children to safe place (flag pole/east end of the parking lot) and wait for the "All Clear" from the director.
3. **Lockdown:** *Run, Hide, Fight* (for intruders). Teachers will direct children to nearest room, turn off lights, lock doors, cover windows, barricade doors. Have children grab an object to throw. Children

should hide away from the windows. Each classroom will have an emergency exit plan if the intruder enters the room, or as a last resort, fight back!

4. **Impaired Adult:** This is a *staff only* practice drill. Teachers will be instructed on how to deal with an impaired individual. Children will not be allowed to leave with someone who is impaired. An alternate emergency contact will be notified for pick-up.
5. **Fire:** Similar to evacuation drill. A staff person will announce, “Kingdom Krew right here.” If smoke is present, drop low and crawl to nearest exit. Touch the door before opening it to make sure it is not hot. If hot, move to another door/window exit. Teachers know their classroom attendance and will help children escape. Children will be directed to the safe zones = flagpole or back 40 parking lot. A final head count will be conducted, and everyone will wait for the director’s “All Clear.”
6. **Relocation:** “Kingdom Krew Right Here.” Teachers will count children. For driving relocation sites, have children board vehicles by classes. The director will determine the relocation site in advance. Parents will be notified as soon as possible regarding the evacuation. For walking relocation drills- one adult will be at the front of the line and one adult at the end of the line. Children will be instructed to stay in their class group. Children should cross the street only at cross walks. A teacher will stand in the middle of the road with arms out to the sides while children cross. A teacher should be the last one across after all children have crossed the street.

If you are opting out of the relocation drills (St. Christopher and Central Church), you must pick up your child prior to the drill. An email will be sent prior for you to make arrangements. Preschool children will not participate in driving relocation drills. Please also note that **the Oakland location will not be practiced** and is only for your information in the rare case of a catastrophic event that makes St. Christopher or Central Church unsafe or non-viable relocation options.

During all drills, staff will follow the Emergency Disaster plan as posted in the office. The parking lot exit gate and flagpole are designated safe spots for a fire drill. If the campus is determined unsafe by the director or designated teacher in charge, children may be transported to another designated site (see below).

Evacuation Locations: If the campus is determined to be unsafe by the director or designated teacher in charge, children will be transported to one of the following locations:

Driving Location: St. Christopher at 2278 Booksin Avenue, San Jose, CA 95125, Tel. 408-723-7223.

Walking Location: Central Christian Church at

2555 Meridian Ave, San Jose, CA 95125, Tel. 408-264-7643

Long Distance Location: Only to be used if a catastrophic event makes other options inaccessible or unsafe: **Bay Community Fellowship at**

1015 Campbell St., Oakland, CA 94607, Tel. 510-763-0352

Preparation

For the younger classes, teachers will explain that a practice drill will occur sometime that week. This helps children who are not used to practicing drills to mentally prepare and hopefully, feel less afraid during drills. Teachers will remind children that drills are only PRACTICE for a real emergency and that they are safe. If your child has any concerns before or after a drill, please speak with their teacher or the Program Director.

Kingdom Krew will keep 3 days’ worth of food and water on site in the event of a prolonged emergency, per licensing requirements.

Parent Communication

Absences

Parents are asked to **contact Kingdom Krew** if their child is ***absent for any reason for all programs***. Please let us know if your child will be out consecutive days to ensure our bus pickup roster is accurate, for school age children.

408.883.8224 or **KingdomKrewAbsent@outlook.com**. If calling, please a voicemail.

Please note: The administrative assistant is out to lunch from 1:00 -2:00 p.m. If you call or email during that time the message will not be received until after 2:00 p.m. If possible, please let KK know earlier in the day. For various reasons, it is helpful for us to have the information ***prior to 12pm when possible***. **Please leave a voicemail** if you do not reach a live person or notify the office at the above email address.

Reporting Changes/ Custody Arrangements

Parents are responsible for reporting any changes in the child's custody arrangement, or any changes in the information on the forms in the child's file. Any custody changes should be sent to Kingdom Krew (copies of official documents) so that we can comply with the legal arrangement. These records will be kept in the child's file (see Enrollment for pick up authorization).

We encourage and welcome home / school communication. Communication is an important factor in providing the best possible program for your child.

Kingdom Krew also has a **Facebook** and **Instagram** account. Please look us up and follow us! We would also appreciate reviews (on Facebook or Yelp) of our program to spread the word to our community. Thank you for your help in this!

Parent Involvement

We encourage your involvement through attendance at family events that are held throughout the school year. Most events will be held on Fridays. See calendar for event dates.

Responsibility

The Kingdom Krew staff is responsible for all children once they are picked up from school or signed in by a parent or guardian. Therefore, parents/guardians are under the direct supervision and authority of the teacher at all time while visiting the campus or on a field trip during program hours. Parents will be expected to conduct themselves in a manner that is consistent with Kingdom Krew's philosophy and discipline policy. It is not appropriate for any parent to discipline any child but their own. **Parents suspected to be under the influence of alcohol or drugs will not be allowed to pick-up their child per licensing regulations.** In this scenario, staff would call other emergency contacts. During monthly family events, parents are responsible for their child(ren) after they are signed-out (please sign your child out before 6:00 p.m.).

Dress Code

We do not require that your child wear a uniform or dress in conformance with any specific standard: however, we do believe that clothing can influence children's behavior.

The following is a list of guidelines to help you dress your child for success at Kingdom Krew

- Clothing should fit and provide freedom of movement. Please choose clothing that is conducive to running, jumping, crawling, tumbling, etc.
- Learning is often messy. Send your child in clothing that will not prohibit full exploration of the materials: such as paint, glue, play dough, food, sand/dirt and water. Students wearing school uniforms will be allowed to change into alternative clothes.
- Shoes must fit properly, be appropriate to allow for exercise, and protect your child's feet both inside and out. For your child's safety, please choose footwear with adequate traction for running and climbing. We recommend flexible, rubber soled shoes such as sneakers or tennis shoes.
- Please avoid clothing that advertises violence, alcohol, drugs, or other content not appropriate for children.
- During the summer, Kingdom Krew has water play on Fridays and occasional water field trips (for the school age children). Please choose modest swimwear. For girls, two-piece swimsuits are acceptable, though bikinis are discouraged. All children are encouraged to wear protective sun shirts/rash guards as sunscreen can easily wash off. These guidelines are strongly recommended as we have children playing together from a wide age range (6-12 years old).

Items from Home

Change of Clothes

Occasionally, children may need to change clothes. We do have a supply of clothes we can use, though sometimes options are limited. All children must be toilet trained and not have frequent bathroom accidents. All preschool and younger school age children should have a change of extra clothing in their backpacks. Please provide clothing that is easy for your child to put on and take off by themselves. ***Teachers are not allowed to assist school age children in the bathroom.*** An extra bag for dirty clothes is also helpful.

Toys

We do not allow children to bring toys to Kingdom Krew during the school year program. If your child needs a comfort or stress toy, please discuss with director so staff can be aware of the accommodation.

Toys brought to Kingdom Krew will be placed in a child's backpack or kept in the office until pick-up.

Electronics- School Age Program

Children are not allowed to use electronics except when needed for homework. Recreational use of iPads, tablets, or phones will be limited to 30 minutes for children in grades 3-6, at the discretion of teachers and the director. No phone calls or video chats are allowed. No shooting, violent games, or explicit content are allowed. No streaming movies or shows on YouTube or other streaming platforms. Our goal is to minimize time spent looking at screens. Kingdom Krew is not responsible for lost, stolen, or damaged belongings. Kingdom Krew does have child filters on our internet connections, but children will still be monitored to ensure our values are upheld. Children who repeatedly break these rules will have their electronics sent to the office to be picked up at the end of the day by a parent. Children who need to contact a parent should do so in the office.

Backpacks

Backpacks are used for transporting items to and from school and Kingdom Krew. Backpacks are private property and we ask that children do not go into others' belongings. Please label your child's backpack, lunchbox, and belongings with his or her name.

Lunch

Full-day students are required to bring a lunch. Lunches should contain healthy easily manageable food in appropriate portion for your child. We are unable to heat or refrigerate lunch items. Please provide necessary utensils. No containers should require can openers, or other specialized tools to open. Please send a labeled water bottle daily to ensure that your child stays hydrated. There are multiple drinking fountains available to refill water bottles.

Nap Time Supplies- Preschool

Parents/Guardians are required to provide a sleep mat, sheet and nap blanket. There are spare mats, blankets, and sheets to be used for accidents, etc. Blankets and sheets will be sent home each Friday in order to be cleaned and returned on Mondays.

Bathroom Safety

School Age Children

Our bathrooms are equipped with privacy stalls except for one urinal in the boys' bathroom which has a side barrier but no door. Only one student will be allowed in any stall at a time. Adults are not allowed in the children's restroom. Adult restrooms are located by the entrance gate. *Teachers are not allowed to assist children in the bathroom*, so please make sure your child is wearing clothing that is easy for them to manage by themselves.

Toilet Trained - Preschool

Preschool children need to be potty trained to enroll, and their classrooms are equipped with one age appropriate toilet. Program staff can help a child to get on the toilet if need be. Staff will not stay in restroom with a child alone but will stand at the bathroom door to ensure the child is safe.

Harassment/Abuse Policy

Teachers and Administrators at Kingdom Krew are mandated reporters and complete training per licensing requirements. If your child is suspected of being emotionally, physically, or sexually abused or neglected, we are required by law to report it to any police department or county welfare department.

All teachers, staff, aides, and volunteers are required to pass a criminal background-check, be fingerprinted, and receive a clean bill of health by a medical provider to work with children in our program. Proof of current vaccination reports must also be submitted and kept on file per licensing requirements.

If you, as a parent or guardian, have concerns about the way your child is being treated at Kingdom Krew, you are encouraged to speak with the Program Director. It is also your right to express concerns to Community Care Licensing if you suspect a violation of your or your child's rights while at Kingdom Krew. To report child abuse, contact Santa Clara County Department of Family and Children's Services at (408) 299-2071.

We want our program to provide the best care possible for your children and thus, your input is highly valued.

Kingdom Krew Rules: School Age Program

Playground Rules

- Children must report to the teacher with the black clipboard if they need to use the bathroom or get something in their classroom. Children must check back in with the teacher holding the clipboard upon returning. The teacher will be watching on the sidewalk.
- Children can only play in the “zones” of the playground where there is a teacher who has given permission for children to enter that zone (example of zones: turf, playground, field, gaga pit, etc.)
- The turf is only for organized games with teacher permission
- Use caution when kicking or throwing balls, look out for others
- Always follow teachers’ instructions
- Clean up all the toys at the end of play time
- Pick up trash from snacks/lunches
- Do not climb on the rock wall near the trees/fence (sitting on the wall is allowed, or with permission to retrieve a ball)
- Do not talk to anyone outside the fence
- Share toys with others (you cannot hoard toys if someone else wants to use one: balls, crates, hula hoops, etc.)
- No pretend killing games allowed

Classroom Rules

Each classroom is guided by the Kingdom Krew rules: respect God, respect others, respect yourself, respect our things. Each classroom may have additional rules according to the age and needs of the group, but no rules can conflict with the Kingdom Krew rules.

Chapel Rules

- You must check in with a teacher (sitting by the door with the black clipboard) before using the bathroom, drinking fountain, or checking out with a guardian.
- Be respectful. If you don’t want to sing or participate, sit quietly and wait. Do not distract others who are listening or participating. Children will never be forced to participate but are expected to be respectful.
- Do not eat or drink in the chapel; if you arrive late, have your snack in the entry foyer with teacher approval

Licensing Regulations

Kingdom Krew is a licensed childcare facility. Kingdom Krew staff and the facility must comply with licensing rules and regulations. New rules/regulations will be implemented as soon as possible. A copy of the license is visible in the office.