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Dear Preschool Families,

I would like to take the opportunity to introduce myself. My name is Marlana Lupo. I am the three-year-old Lead Preschool teacher. I have been in childcare/teaching for 25 years. I was raised in Neshannock Twp. My family and I have lived in the Twp. For 45 years. For the last four years I have been living and teaching preschool/pre-k in North Carolina, but I am very happy to be back home and preparing for our new adventures together! This is a very exciting time for all of us. Our children are growing and developing from toddlers to school age children. They are embarking on new adventures and will being to experience and learn new things. I am thrilled to be apart of their journey! I believe that childcare is a way of providing peace of mind to parents and enhancing the life experiences of the children in my care. I believe that parent and teachers are partner and so, I look forward to working very closely with you throughout the year.

If you have any questions or concerns, please don't hesitate to call the school, email or schedule a parent conference.

(724) 510-7302

kídskingdomprepacademy@gmail.com

Love, Ms. Marlana Lupo



Dear Preschool Families,

Hello, my name is Brenda Ruth! I am so happy to be starting the school year with all of you! I love spending time with my family. I live with my husband, three children (Kendra 20, Sara 18 & Wyatt 14), and my dog Cooper. We love going to different places for vacation, but our favorite is the beach. I have an Associate Degree in Early Childhood Education and I'm constantly take training classes every year!

I am looking forward to working with you and your child this preschool year! Your child will grow socially, emotionally, spiritually and academically throughout the course of the school year! Here your child will have the opportunity to build on many aspects of life, as well as getting them Kindergarten ready!

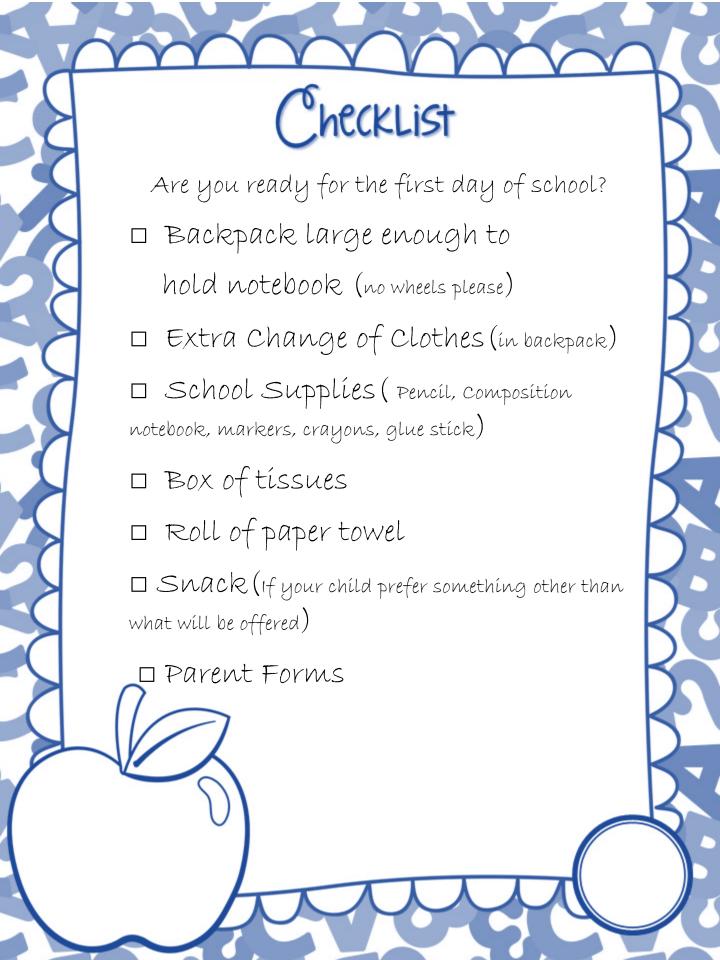
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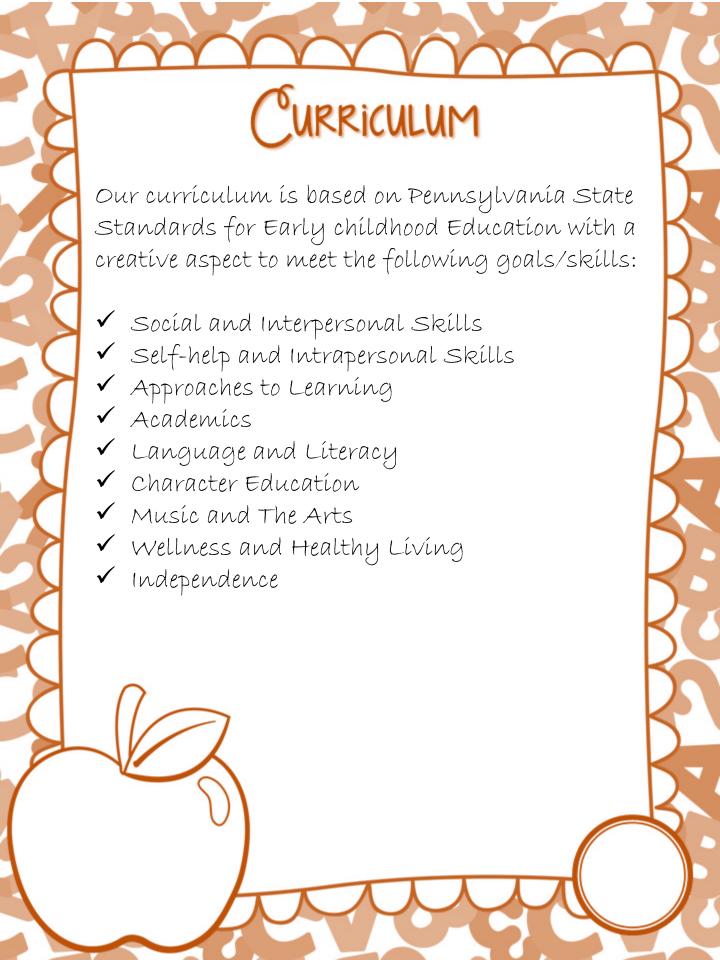
Love,

Mrs. Brenda Ruth





Kíds' Kíngdom ís meant to be a place that reflects God's love. We will aid in the development of your child spiritually, socially and academically. Our goal is to make all children intrigued by learning at a young age so as they grow into elementary level learners that passion is already burning within them. Moreover we want to teach children to be accepting of others, to be respectful, loving and compassionate toward one another. We intend to do this by leading by example as well as educating them on God's word. We strive to create an environment that is fun and conducive for learning. Our staff is here to provide you and your family with all the necessary tools to succeed in early childhood education.





Phone: (724) 510-7302 (School line) Ms. Marlana Lupo (3yr Program) 724-761-6394 Mrs. Brenda Ruth (4yr Program)

E-mail: kidskingdomprepacademy@gmail.com

All calls received during class time will go to voicemail; calls will be answered as soon as possible after school or during planning time.

After school from 12:15-1:00 I will be available to meet with you in person or take your calls. If you would like to schedule a conference to discuss your child's academic progress, please feel free to call or send an e-mail or note.



8:00 a.m. Students may enter the classroom.

8:15a.m. School begins

12:00 p.m. School ends

Students are not permitted in the classroom before 8:00 a.m.

If your child is enrolled in our daycare program they will be pulled accordingly for their preschool class time.

drop-Off & Pick Up

Drop Off:

Your child will need to be dropped off at the main door. Each child will need to be checked in, as well as completing their Health Screening questionnaire found on Brightwheel.

Pick up:

Students will need picked up at the main door. Each child will need to be checked out.

Any changes to the way your child normally goes home or who picks them up will need to be submitted in writing in advance. We do this to ensure the safety of all the children.



Children who are 5 years old or younger may stay for afterschool care in our daycare program.

If your child is 5 years old or younger and you would like to enroll him or her in the daycare program, please go to the front office to request the paperwork or ask your child's teacher.



** Only for students staying for Daycare** Lunch will be served in your child's

classroom. Lunch is to be packed Daily

All students are encouraged to eat independently; feeding of students is not permitted. Please do not ask teachers or other staff members to feed your child or force them to eat.

If you are sending a lunch with your child, please make sure the contents can be easily opened by your child. If food needs heated up we will do so.

** We are a peanut free environment**







If your child stays for Daycare they will be provided a 1-2 hour downtime period. They are not required to sleep but they must remain respectful to those who choose to sleep. Please bring the following on your child's first day:

- 1. Blanket
- 2. Cuddle buddy
- 3. Anything you know will soothe your child or a book that you may be currently reading before bedtime.



Regular, on-time attendance at school is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with classmates. Many of our learning experiences take place in the first half of the day, so it is important to be at school on time.

We understand that there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school on time so we can begin our day together.



Parent/Child Activity

We are thrilled to partner with you in your child's journey of growing and learning this year. Working together with our families is important to us so to encourage a partnership your child will be bringing home a Parent/Child Activity at least once a month. It will be in their take-home folder. Please complete the activity with your child and send it back to school. There will also be a form to fill out to tell me about your child's experience during the activity.



We will be sending home a daily folder. Please read the information in the in it and your child's work.

Please return the folder to school every day. Important information regarding your child's education will be included in the daily folder if need be.

The last Thursday/Friday of the month, we will send home a newsletter for the upcoming month inside of your childs folder; please make sure to read it carefully as it will have important dates and things to remember for that month.



Report cards/Progress Reports will be sent home three times per year. We will notify you in advance so you can look in your child's folder for his/her report card.

Please read our monthly newsletter for the report card dates and instructions.





If you will not be sending your child to school due to any reason including but not limited to illness, family occurrence or vacation please call the school to inform the director or teacher. If necessary, please leave a message with the school office at: 724-510-7302. You may also send a private message on Brighgtwheel.

When your child returns to school, please send a note from you or your child's physician to be placed in their file. Thanks in advance!



Teachers are allowed to give medication to students with written consent from parent or guardian (Please fill out medication form prior). If your child requires medication, please send in consent as well as clear instructions from the medical professional

All students must be fever free for 24 hours before returning to school. Child Policy if you have any questions regarding different illnesses and requirements for returning.

Please do not send Tylenol to school to treat your child's fever.



Please send students to school with language appropriate attire.

SHIRTS/PANTS/SHORTS: We ask that your child be dressed appropriately for the weather. It may get chilly in the classroom during the hot months so please feel free to send your child with a sweater in the event your child is cold.

SHOES: Closed toe shoes with a rubber sole

NO = SANDALS OR OPEN TOE SHOES

YES = TENNIS SHOES/ SNEAKERS ARE
FINE



All students will need a functional backpack large enough to hold a 9x12 inch notebook without folding or bending.

Backpacks with wheels are NOT allowed; they are too cumbersome and impractical for young children to handle independently.

Backpacks will be used daily for storage of extra clothes, so please make sure that your child brings his/her backpack each day. Many backpacks look alike; please label your child's backpack with his/her name visible on the outside.

PLEASE MAKE SURE YOUR CHILD BRINGS A BACKPACK TO SCHOOL EVERY DAY



Please send an extra change of clothes to school enclosed in a Ziploc bag in your child's backpack as soon as possible.

Please include the following items: Underwear, socks, shirt, pants or shorts

The change of clothes will be stored in your child's backpack - DO NOT REMOVE THE CHANGE OF CLOTHES. This is why it is so important for your child to bring a backpack to school daily.



No bus service is offered for preschool or daycare. If you have older siblings that attend Neshannock Twp. schools and you would like them picked up here and dropped off here at the end of the day we can provide you with information. Please inform the director if interested.



You may bring cupcakes or cookies to school for your child's birthday. The cookies or cupcakes will be distributed during snack.

We will allow birthday parties in the classroom with 1-week notice. We do not have the tools for serving cakes (plates, knives, forks etc.).

Also, please keep in mind that not all students celebrate birthdays and some children may not be able to participate in birthday celebrations at all. We will provide students celebrating birthdays with many special "birthday privileges" such as: a birthday story, birthday sticker, and birthday song.



For safety reasons, please do not allow your child to bring any toys or candy to school. Unless we are having Show-n-Tell.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school.

candy and gum are not allowed at school at any time.

Teachers are not responsible for lost or broken jewelry.



- 1. Be kind to others.
- 2. Use listening ears
- 3. Use walking feet
- 4. Use inside voices
- 5. No bulling
- 6. Keep hands to yourself
- 7. Help clean up
- 8. Come prepared to Learn, laugh, and have fun!



There are many opportunities for parents to help the teachers and students, both in and out of the classroom.

We are always in need of parent volunteers to help in the classroom. If you are interested in helping, please see your child's teacher.

If you are unable to come to school to help but are interested donating items for the classroom, anything would be appreciated.



Throughout the year we will be working on several things. Please work with your child on the following skills at home as we are working on them at school:

- ·Sharing
- ·cleaning up
- ·Recognizing colors
- ·Recognizing shapes
- ·Recognizing/identifying numbers
- ·Recognizing/identifying letters
- ·Cutting with scissors
- ·Buttoning, snapping, zipping, and tying



Waiver

"Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect" if we do not exercise the right that is provided by this agreement that does not mean that we have given up that right. And any failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Kids Kingdom Preparatory Academy Inc. reserves the right to make any policy or financial changes at any time when it is in the best interest of the child and will not compromise the quality of the child care. Any changes will be given a two-week notice.

Developmental Screening (STARS Standard EC 2.3)

Kids Kingdom Preparatory Academy Inc. uses the Ages and Stages Questionnaire Developmental and Social Emotional Screening Tools. These tools are researched-based and coincides with curriculum-based assessment(s), we monitor each child's achievement of developmental and social emotional milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental and social emotional screenings process are collaborative, involving parents/guardians and can be done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental and Social Emotional screenings are conducted with written consent from the child's parent/guardian(s). The initial screenings are completed within 45 days of enrollment. Then are completed annually around the child's birthday and the results are shared with parents/guardians.

CFOC Standard 2.1.1.4

Inclusion (STARS Standard EC 2.4)

Kids Kingdom Preparatory Academy Inc. believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. To have successful inclusion,

please inform us if you child has an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP).

Guidance/Behavior (STARS EC 2.5)

General Procedure

Inclusion (STARS Standard EC 2.4)

Kíds Kíngdom Preparatory Academy Inc. believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. To have successful inclusion, please inform us if you child has an Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP)

Non-Discrimination

At **Kids Kingdom Preparatory Academy Inc.** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

CFOC Standards 8.2.0.1; 8.2.0.2; 8.3.0.1

Kíds Kíngdom Preparatory Academy Inc. is committed to each child's success in learning within a caring, responsive, and safe environment that is free of

of discrimination, violence, and bullying. Our program works to ensure that all children have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with adults in our program and community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior.

Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each child at has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Provider. Examples of typical and appropriate interactions are: praise positive behavior; using a visual chart for positive behavior; open communication with families for patterns and techniques; practice self-control; allowing children to make choices.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may gently hold/hug to provide soothing to her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Challenges to Families

If a child's behavior/circumstance is of concern, through communication with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

- Provider will:
 - O Complete a Monthly Program Actions Tracking Form to document challenging behavior, if the behavior is ongoing and unable to be resolved using typical and appropriate interactions.

Request assistance from Office of Children Development and Early Learning (OCDEL): www.surveymonkey.com/r/rPAExpulsionHelp

- Parents/Guardíans can:
 - O Request early intervention evaluation: CONNECT line (800) 692-7288
 - o Request resources from child's Primary Care Physician (PCP)
- Both Provider and/or Parents/Guardians can:
 - O Request Supports from Early Learning Resource Center Region 3 (ELRC3)
 - O Complete/review developmental and social-emotional screenings

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as
 determined by a medical, psychological, or social service personnel.
- undue burden on our resources and finances for the child's accommodations for success and participation.

An Exclusionary Discipline Incident Report will be completed.

Addítional Forms:

Monthly Program Action Tracking Form Exclusionary Discipline Incident Report Form

CFOC Standards 2.2.0.6; 2.2.0.7; 2.2.0.8; 2.2.0.9; 2.2.0.10

IEP/IFSP Implementation Plan (STARS FC 2.1)

Policy

In order to ensure that the needs of children with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) are met, the following procedures will be implemented.

Provider will:

- Ask all families to complete a request form for a copy of a child's IEP/IFSP. This request will be placed in each child's file.
- File all copies of IEP/IFSPs in child's file in order to be readily available for program use only.
- Discuss with family, strategies for meeting IEP/IFSP goals.
- Be trained on how to implement an IEP/IFSP.
- Contact early intervention staff/consultants to schedule periodic meetings with child's family and to discuss the child's progress and to increase strategies in adapting IEP/IFSP goals in classroom activities and routines.
- Request permission from families to attend any meetings with the early intervention team related to changes to the IEP/IFSP.
- Request additional help from early intervention team if needed.
- Observe and document the child's progress towards goals weekly and use their notes to individualize lesson plans.
- Complete a communication log for each child with an IEP/IFSP.
 - Prepare for and conduct family conferences at least 3 times a year to share progress on IEP/IFSP goals, the child's development, and participation in the classroom.
 - Meet with the family to plan for and discuss transitioning to new classrooms or programs. An individualized plan will be created as needed to ensure successful transition for the child.

CFOC Standards 8.5.0.1; 8.5.0.2; 8.6.0.1; 8.6.0.2



Illness and Injury Tracking (STARS LM 2.3)

Anytime and illness or injury occurs with children and staff, it will documented on the Injury or Illness tracking log. Each log will be reviewed quarterly for trends. When trends occur they will be reviewed and changes made to reduce and/or eliminate the cause of the illness and/or injury.

Caring for our Children (CFOC) (STARS LM 2.5)

When a child is enrolled who may need a care plan for special medical needs, Caring for our Children –National Health and Safety Performance Standards (Chapter 8: Children with Special Health Care Needs and Disabilities) will be used to assist with writing the care plan to meet the needs of the child while in care. Health Care Provider will need to be involved in completing the care plan, Parents/Guardians will need to "train" the Child Care Staff in order to care for the children appropriately. In addition, Caring for our Children is used, when possible, in creating and/or updating other child care policies.

Site Safety Review (STARS LM 2.4)

Safety Checklist will be performed weekly, reviewed monthly, for trends of absence of safety. Trends will be documented and plan for correction instated. In additional, supervision checklist will be performed weekly and reviewed monthly for trends of absence of supervision. Trends will be documented and plan for correction instated.

Parent/Guardian,

Here at Kids Kingdom Preparatory Academy your child's health and wellbeing is very important to us. In order to maintain a healthy and safe environment for your child to grow, learn, and be loved we are implementing the following policies. Please sign and date this letter to inform us that you have read and completely understand the policies and guidelines that are being implemented. We appreciate your assistance in partnering with us to create a positive, healthy environment for all our children here at KKPA. If there are any questions, comments or concerns please do not hesitate to call or email me at the following information.

Jennifer Mangino
Director/Owner
724-510-7302
kidskingdomprepacademy@gmail.com

I have fully read and completely understand the policies that are being implemented at Kids Kingdom Preparatory Academy. By signing below, I agree to follow the guidelines in regards to my own child. I have been given a copy to refer to when needed. If I have any questions, comments, or concerns I will contact Mrs. Mangino, the school director.

Parent Signature	Date