



King of Kings Early Learning Center

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School Website: www.kingofkingsehc.org

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School Facebook Page: [King of Kings Early Learning Center](#)

MISSION STATEMENT

Our mission is to provide a quality Christ-centered early childhood education in which each child is encouraged to grow, learn, and develop as a child of God.

EDUCATION PHILOSOPHY

We believe that a high-quality, early childhood program provides a safe, nurturing, and fun environment that promotes spiritual, cognitive, creative, physical, and social-emotional development of young children. This is achieved by providing developmentally appropriate curriculum, play-based learning, a Christ-centered program, and highly qualified teachers. We consider King of Kings ELC to be a school rather than a day care. Our goal is to lay an educational and spiritual foundation that will equip young children to be successful in school, become life-long learners, firm in their faith, and reach their God-given potential.

ADMISSION PROCEDURES

King of Kings Lutheran Early Learning Center (KOK ELC) admits students of any race, creed, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to and made available to students at the school. We do not discriminate based on race, creed, color, nationality, and ethnic origin in the administration of our educational policies, admission policies, and other school-administered programs.

A child must be three years old and potty trained to be eligible for enrollment.

THE CURRICULUM

Our goal is to prepare children for kindergarten. We follow the Missouri Department of Education's program standards and early learning standards.

We feel that children learn best with physical involvement through manipulative games and visual exploration. The *Heggerty Phonemic Awareness* curriculum is a phonic-based series designed to introduce the children to the individual sounds each letter makes as well as the blending of sounds. The *Letter People* curriculum is also used to introduce our students to letters and letter sounds. These curriculums are a medium through which the children will explore math, social studies, science, and music.

For writing and beginning school readiness, we also incorporate the *Get Set for School* and *Writing Without Tears* curriculum, which promotes coloring, drawing, counting, and writing.

Children are assessed through observation in all developmental areas such as self and social skills, language and literacy, mathematical development, physical/gross motor skills, and visual arts.

JESUS TIME/DEVOTION

Our goal is to assist you in helping your child experience God's love. KOK ELC believes each child is a gift from God. During our Jesus Time, we will share God's love for His children. Christian based materials are used, along with puppets, stories, and music. The children are encouraged to attend church and Sunday School. It is our belief that a child's relationship with Jesus Christ will promote all areas of learning; therefore, we provide a loving Christian environment where children may learn and grow.

CHAPEL

We will have Chapel every week. At that time Pastor Greene, Pastor Clemens, or our DCE, Cindy Twillman, will lead us in our chapel time. You are always welcome to join us during Chapel. We also welcome you to join us on Sundays for worship and Sunday school. Detailed information about our church can be found on the website, kingofkingskc.org.

If you are looking for a church home or have questions regarding Lutheran beliefs, Pastor Greene, Pastor Clemens, or one of our church elders are always available to answer questions. Contact our church secretary, Vicki, to set up an appointment. She can be reached at 816-436- 7680 or email her at vicki@kokkc.org.

TUITION AND FEES

In addition to assistance from our church, all tuition is used for the operation of KOK ELC. Paying in a timely manner is essential. Please refer to the Tuition and Fee schedule for current rates.

There is a non-refundable enrollment fee which secures your child's place in our program. The enrollment fee covers all costs for supplies and assemblies. This fee is due at the time of enrollment.

- *A 10% discount for tuition is given to a sibling enrolled and attending in the same year.*

We have found that children adjust more easily to the preschool program if they attend regularly and arrive and depart at the same time each day. Children who arrive significantly after 9:00 a.m. miss the opportunity to ease into the morning with their peers and teachers on a common schedule. In addition, children arriving late may interrupt the flow and structure of the morning, which the teachers work hard to establish. Of course, we understand the common complications of daily life, but we appreciate every effort being made to have your child present by 9:00 am each day of attendance.

Tuition is due the 1st of each month.

Tuition is due on the 1st school day of the month. A late fee will be assessed after the 5th of each month. If payment and late fee is not paid by the 10th, the child will not be able to attend the program until all monies are paid in full, or financial arrangements have been discussed and agreed upon between the KOK ELC Director / KOK Board and family. Tuition is based on the entire school year and divided into 9 monthly payments. Each family will enroll in Pro Care for automatic withdrawal from your checking, savings, or credit/debit card. If other means are necessary, please contact the ELC Director or ELC Admin.

EXTENDED CARE/BEFORE AND AFTER SCHOOL HOURS

King of Kings Early Learning Center offers Extended Care. Children can be dropped off as early as 7:00am and picked up between 3:00pm and 5:45pm. If a child is not picked up on or before 5:45, the family will be billed \$5.00 for *first* minute and \$1.00 for every minute afterward. (Money going to the staff on duty for their time.)

There is a non-refundable enrollment fee which secures your child's place in the extended care program. The enrollment fee covers all costs for materials, supplies, and a small snack at the end of the day. This fee is due at the time of enrollment.

DISCIPLINE POLICY

Conscious Discipline is intended to teach self-control, and social and emotional skills rather than punishment. To the best of their ability, the teachers will work with children following the teachings of Christ (*Matthew 18*).

Throughout the year, the children are taught to:

- Respect the rights and feelings of each other
- Share materials
- Learn and follow everyday routines
- Follow simple directions
- Use words to express one's feelings instead of hitting
- Make choices and decisions

It is our desire that a child becomes increasingly responsible, can communicate, make decisions on their own, and accept the natural consequences of their decisions and desires. KOK ELC intends to set each child up to thrive, grow, and learn in a safe and positive Christ-centered environment, while partnering with parents, to be successful in their learning.

If a teacher is unable to obtain acceptable results while helping a child to self-discipline, the teacher will contact the parents/caregiver so that together they can help the child become successful within the classroom.

Our number one goal is the safety of your child and the children around them. If a child's behavior does not improve throughout the day, a parent/caregiver will be contacted for immediate pick up, and an appointment will be made to come together to discuss a success plan. With the Director and classroom teacher, a meeting will be called to implement an "ISP" (individual success plan).

If the success of the child does not improve after working with the parents/caregiver, and the ISP solutions cannot be met, or have been exhausted, the Director has the right to terminate enrollment from KOK ELC immediately and permanently. The termination of enrollment is not an indication that we no longer love or have concern for the child, but it may be in the best interest of the child and parents to find a more

suitable setting for your child's success. Daily prayers of success for the child and the family will be continued.

SAMPLE DAILY SCHEDULE

****Drop off begins at 8:45am****

- 8:45 - 9:00 Drop-off, name practice, and self-directed play
- 9:00 - 9:45 Circle time and morning activities (introduce letter, number, color, bible story and shape of the week)
- 9:45 - 10:00 Snack
- 10:00 - 10:30 Recess
- 10:30 - 11:30 Enrichment activities (letters, numbers, science)
- 11:15 - 11:20 Review, Show and Share
- **11:30 Half-day dismissal**
- 11:30 - 12:30 Lunch and recess (recess outside unless inclement weather)
- 12:30 - 1:00 Rest time/Story time
- 1:00 - 2:00 Enrichment seasonal activities (art, history, science)
- 2:00 - 2:30 Snack/Recess
- 2:30 - 3:00 Cleanup/Round up (review of the day)
- **3:00 Dismissal**

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences give both the parents and the teacher the opportunity to discuss the child's progress. A progress report will be sent home before the conference. Conferences are held in early October and March. An invitation from *Signup Genius* will be sent out when it is time to schedule your conference.

SUPPLY LIST

Personal Supplies:

- Full size backpack, spill proof water bottle, and a take home folder (to be returned daily). The take home folder is provided by the school.
- Oops bag - 1 gallon size Ziploc bag with weather appropriate extra clothes; under garments, socks, and shoes (to be left in backpack).

Please label everything with the child's name.

Class Supplies:

We ask each child to supply the classrooms with:

1 roll of paper towels

2 packages of baby wipes

1 box of zip lock bags, any size

2 boxes of Kleenex

2 containers of Clorox wipes

Educational and art supplies will be provided by the school at the beginning of the school year (crayons, markers, paper, scissors). Each child will be provided with a toolbox for their supplies and will learn how to be responsible and care for their own supplies.

FOOD AND TREATS

The students must provide all snacks and lunches.

Half-day Students – Daily: one nut-free healthy snack (due to health restrictions, shareable snacks will not be permitted at this time).

Full-day Students – Daily: two-nut free snacks and one nut-free lunch.

Lunches should include protein, fruit, or veggies. Lunches cannot be refrigerated. Please provide a lunchbox with an ice pack or send lunch that can withstand room temperature. Make sure all items that are to return home are *labeled* with child's name.

Birthday treats are welcome. Please keep in mind that all treats must be pre-packaged, purchased from the store, and they must be NUT-FREE.

In the event a child forgets their snack or lunch, KOK ELC will provide them with something to eat. If a snack or an appropriate lunch is not provided by the family three times or more in the school calendar year, there will be a \$5 charge for each forgotten/inappropriate lunch or snack thereafter. An appropriate lunch is a lunch of nutritional value.

REST TIME

All children attending from 9:00am-3:00pm will have a rest period. Rest time will take place after lunch/recess. Children will have the option to read a book or listen to a story, while resting in their own space. Rest time is not intended as “nap” time, only rest. However, if a child falls asleep, we will not wake them up.

SAFETY AND SECURITY

All preschool teachers and aides are registered with Missouri's Family Care Safety Registry, and they receive an annual background check for abuse, neglect, and sex offenses.

Staff are trained in CPR and First Aid.

The building is locked. Entry may only be made by pressing the buzzer.

KOK ELC has an emergency plan that includes regular safety drills for fire, tornado, and intruders. All staff carry two-way radios to communicate with each other throughout the property.

KOK ELC follows Missouri state law as it relates to registered sex offenders. Registered offenders are not allowed within 500 feet of church property during school hours.

ALL STAFF ARE MANDATED REPORTERS

IN ACCORDANCE WITH STATE LAW, WE MUST REPORT SUSPECTED CASES OF CHILD ABUSE AND/OR NEGLECT

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency evacuation, we have two offsite meeting areas for the safety of our staff and children. This is **ONLY** if staying on King of Kings property has been deemed unsafe by our local law or fire enforcement agencies, and they have ordered us to evacuate to an offsite location.

Offsite meeting locations

Holy Family Catholic Church

919 NE 96th St. KC, MO 64155

Phone: (816) 436-9200

QuikTrip

9600 N. Oak Trafficway, KC, MO 64155

Phone: (816) 734-2500

Holy Family Catholic Church will be our first meeting location unless authorities

instruct that we need to move further away for safety. QuikTrip will be our second option. If neither location is deemed safe, you will receive a phone call immediately when we are in a safe location (with instructions on where to meet us).

Children and staff will be transported by school and church staff in personal vehicles. While child car seat restraints will not be available, staff will attempt to use vehicle seat belts to transport children to one of the designated meeting locations in the safest capacity possible.

PROCEDURE FOR PARKING AND DROP-OFF

Drop-off Procedures

Carpool style drop-off will be provided. Cars will stay in single file line starting in the upper parking lot, coming around the church down to the lower lot. You will pull up at the main KOK ELC door, where a staff member will be waiting to greet your child and escort them into the building. Parents may not park and come into the building unless drop-off is after 9:00am. If a child arrives at 9:00am or after, the parent must park in the lower lot and be buzzed in.

Pick-up Procedures

The same carpool procedures apply. Although KOK ELC may put your child in their safety car seat, we will not be liable for securing them into their seat. The parent or caregiver picking up the child must secure them into their seat.

It is the law to have a child in proper child safety restraint while in a moving motor vehicle. If a child is seen not properly secured while a motor vehicle is moving, as mandated reporters KOK ELC staff have the right to report neglect to state child services. Please make sure all children in your car are restrained properly until your vehicle comes to a complete stop.

If you have comments or concerns that need to be addressed with your child's teacher or Director in person, please call and make an appointment ahead of time.

Personal use of KOK ELC playground after the AM session will not be permitted due to the full day program still being in session.

Drop-off times and procedures will be strictly enforced to ensure the safety of our children and staff.

No child will be allowed to leave the premises with anyone other than their

parent/caregiver, designated alternate pick-up parties listed on enrollment, or their emergency contact parties. Anyone outside of the authorized persons will require a picture ID, along with written permission, signed and dated by the legal guardian. *If the child is still here **15 minutes** after pick up time, the child will be placed in the next phase of learning and parents will be called and charged a drop off fee.*

VOLUNTEERS

There are a variety of ways in which parents/guardians can volunteer to serve at KOK ELC. If you are interested in volunteering, please contact the Director for more details.

All volunteers will be subject to background checks.

PICTURES AND SOCIAL MEDIA

Pictures may be taken of your child during program hours while participating in different activities. We will **NOT** release any pictures of your child publicly without signed consent from the child's legal guardian. This includes pictures for school newsletters, promotional materials, or any social media accounts.

NEWSLETTERS & COMMUNICATION

Daily folder: Each child will have a daily folder for communication purposes that they will carry in their backpack to and from school.

Newsletter: The school will email out a weekly newsletter that will contain contact information, weekly highlights within the classroom, and any upcoming school and church events.

Facebook: We do have a private KOK ELC account where the teachers will post weekly highlights. Go to Facebook and request an invite!

<https://www.facebook.com/KingofKings.elc>

SNOW DAYS

If there is inclement weather, you will receive an email from the ELC. If **North Kansas City Public Schools** are closed due to inclement weather, we will also be closed.

However, there may be times when we **could** hold classes (example: NKC District may be closed for cold temperatures instead of snow).

Snow days will NOT be made up.

TOYS/SHOW AND SHARE

Toys from home are limited to Show and Share days. Please bring only one item on these days. There may be special days for sharing things from home. Your homeroom teacher will notify you in advance of those special days.

ILLNESS

In the event of an illness the parents will be contacted. If a child has a fever, please do not send the child to school. The Health Department's definition of a fever is 100 degrees or higher. Please conduct a self-screening at home before coming to school. If you would let the ELC Director or the classroom teacher know, it would be greatly appreciated.

All children must be fever-free, vomit-free, and diarrhea-free for 24 hours before returning to KOK ELC.

Medication

We will not administer any medication without guardian consent. Medication must be in the original manufacture's bottle or in prescription bottle with child's name labeled with prescribing physician. Dosage and/or instructions must be on original packaging. We will need a signed document stating that you give us permission to administer medication in your absence. Over the counter, Tylenol and Ibuprofen cannot be administered unless it comes from legal guardian. We do not have medication on school property for headaches, body ache, or muscle ache.

STATE OF MISSOURI IMMUNIZATION REQUIREMENTS

- All students must follow the immunization rules no later than October 1st of the school year.
- Transfer/new students must comply within one month after enrolling in school.
- Satisfactory evidence of immunization consists of a statement, certificate, or a record from a physician (or other recognized health facility). The statement must include the type of vaccine, and the month, day, and year of administration. Immunizations are available from your private physician or the Clay County Health Department.

Missouri Childcare and Preschool Immunization Requirements:

- 4 doses DTP/DT
- 3 doses Polio (OPV/IPV)
- 4 doses Pneumococcal (PCV)
- 1 dose MMR
- 3 doses HIB
- 3 doses Hepatitis B
- 1 dose Varicella (chicken pox) or proof of disease

Thank you for your interest in King of Kings Early Learning Center.

Please contact the KOK ELC Director for all questions.

elcdirector@kokkc.org (816) 436-3864