



Preschool Parent Handbook 2024-2025

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing." John 15:5

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King's Kids Preschool
1700 Bagnell Dam Blvd.
Lake Ozark, Mo. 65049
573-693-9245

Dear Family,

Thank you for choosing King's Kids Preschool, a ministry of Christ the King Lutheran Church. We hope you and your child enjoy the early years with us. You will find in our parent handbook the answers to most of your questions and it will be a resource for you regarding our philosophy, goals, and operating procedures.

King's Kids Preschool believes that each child is a unique and special gift from God. We strive to consider the needs of the whole family while developing an age appropriate program for children to grow.

King's Kids Vision (GRACE) and Core Values:

Gospel Driven
Respectful and Responsible
Academic Excellence
Christ Centered
Encouraging Servanthood

Thank you again and Welcome to our King's family!

Mrs. Sue Field
Mrs. Beth Geis
Ms. Staci Hansen
Miss Becca Henley
Miss Micah Hill
Ms. Jessica Hood
Mrs. Stephanie Kessler
Ms. Angela Rudolph
Mrs. Peggy Ziegler

Welcome

The King's Academy is the school ministry of Christ the King Lutheran Church. It is one of over 2,100 Lutheran Schools of the Lutheran Church Missouri Synod, which serve the educational needs of over 230,000 students in a loving, Christ-centered environment. Lutheran Schools have been providing excellence in education and true biblical teachings for more than 160 years.

The King's Academy is a faith-filled learning environment. Children are taught by certified, synodically trained or colloquied teachers who are dedicated to Christian education. The Elementary school is accredited through National Lutheran Schools Accreditation (NLSA) and Missouri Non-Public Schools Accredited Association (MNPAA). We pray for all of the families who become part of our school community. Please let us know how we can help you and your family with educational or spiritual needs. We have wonderful teachers and pastors who are eager to know you and your family members as brothers and sisters in Christ.

Mission Statement

Through Jesus' love and saving grace, The King's Academy Lutheran School exists to provide academic excellence in a Christ-centered environment, cultivating Christ-like character while developing mind, body and spirit.

Vision Statement (GRACE) and Core Values

Gospel Driven
Respectful and Responsible
Academic Excellence
Christ Centered
Encouraging Servanthood

Gospel Driven: Bound by the inerrant word of God, the staff and students of The King's Academy Lutheran School will know, understand, articulate and live their faith by viewing all of life through the lens of Christ's work.

"Those who know your name will trust in you, for you, Lord, have never forsaken those who seek you." Psalm 9:10

Respectful and Responsible: The staff and students will live their life accountable to Christ and each other.

"But the Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." Galatians 5: 22-23

Academic Excellence: The King's Academy Lutheran School is committed to teaching a biblical, accredited curriculum, providing an innovative educational program that prepares our students for success in life.

"But just as you excel in everything in faith, in speech, in knowledge, in complete earnestness and in your love for us see that you also excel in this

grace of giving.” 2 Corinthians 8:7

Christ Centered: The King’s Academy Lutheran School fosters positive partnerships between school and home for the development of the student within a safe, Christ-centered learning environment.

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

Encouraging Servanthood: The King’s Academy Lutheran School is committed to creating an environment of generosity and compassion that is reflective of Jesus Christ, and responsive to the needs of others.

*“...Go into all the world and preach the good news to all creations.”
Mark 16:15*

School Hours

Monday-Friday Full Day PK Classes - Miss Micah/Miss Becca

8:15 AM - 3:15 PM

Monday-Friday ½ or Full Day 3/4 Preschool Classes - Miss Angela/Miss Stephanie

8:15 AM - 11:15 AM(½ day) OR 8:15 AM - 3:15 PM(full day)

M/W/F ½ or Full Day PK Classes - Miss Staci/Miss Sue/Miss Jessica

8:15 AM - 11:15 AM(½ day) OR 8:15 AM - 3:15 PM(full day)

T/TH ½ or Full Day 3 yr old Preschool Classes - Miss Peggy/Miss Beth

8:15 AM - 11:15 AM(½ day) OR 8:15 AM - 3:15 PM(full day)

During each school day, the school building will open at 7:15 AM for before-care. Classrooms will open at 8:00 AM. Children who are not using before-care should be dropped off between 8:00 and 8:10 AM. Preschool classes begin promptly at 8:15 and finish at 11:15 AM(half day) or 3:15 PM(full day). After-care runs from 3:20-5:30 PM.

Drop-Off and Pick-Up

Parents will drop their child off at designated entrances:

- PK-Preschool Entrance (AM and PM parents park and walk in with students)
- K-2nd-Welcome Center Entrance (AM and PM parents park and walk with students to the door)
- 3rd-8th-Church/Gym Entrance (AM drop and go, PM stay in car, students will be loaded)

Students not picked-up by 3:20 PM will be escorted to after-care.

Please be aware of children in the parking area and drive slowly, observing our ONE-WAY Entrance and Exit to ensure the safety of all of our children and families.

Late Pick-Up

Please make every possible effort to pick up your child when his/her class is finished. Your child is expecting you and may become concerned when he/she realizes that you are late. If you have an emergency and expect to be late, please call the school at 573-693-9245 so we can explain this to your child. If your child is in the building after classes are dismissed, they will be escorted to our after-care program and charged according to our extended care fee schedule.

Before and After Care

The Brightwheel app will be used for checking children in and out of extended care. Information on the app will be distributed at the Back-To-School Orientation for Parents. Before and Aftercare is available to all King's Academy students from 7:15-8:00 AM and 3:20-5:30 PM five days a week with the exception of early dismissals. There is a \$10 non-refundable registration fee for this service.

Registration Fee: \$10.00 (one time)

Before Care 7:15 AM-School Starting \$2.50 Flat Fee regardless of time in the program

After-Care: 3:20 PM-5:30 PM \$5.00 per hour, billed to the minute (.33 cents/minute)

After 5:30 Pick-Up Fee

Please pick up on time, before 5:30 PM. Families will be charged **\$5.00 per minute** for each child left after 5:30 PM. Please know, our staff members have families to get home to, classes to attend, second jobs, and lives outside of the work as well.

Enrollment Fees

A non-refundable registration fee for the fall session must accompany each enrollment. These enrollment fees will be charged to every child for each school year of attendance and hold your child's spot for the upcoming school year.

Grades PK-8 - \$150

Extended Care - \$10

Tuition and Fees

Tuition

The King's Academy Lutheran School operates as a self-supporting, educational, non-profit organization. It is financed through tuition, fundraising, grants and congregational support. Tuition is typically invoiced in ten equal installments with the first payment due July 1, 2024, and the final payment due on May 1, 2025. Tuition is not due in December to allow families a Christmas reprieve. Families may also pay in one payment in July or in two installments beginning in July and January. A 15% late fee will be applied to late payments.

Families are welcome to utilize our electronic payment program via our website at www.kingsacademylo.com by clicking the "PAY" button in the upper right corner of the website.

Please note, all credit card payments will be charged a convenience fee not to exceed the card usage fee. You may also make your payments by bringing them to the office or dropping your payment into the locked box located in the Preschool Welcome Center..

2024-25 Tuition Rates

Kindergarten-Grade 8	\$4,525 per year
PK (3 year olds) T/TH ½ Day	\$1,550 per year
PK (3 year olds) T/TH Full Day	\$1,975 per year
PK (4 year olds) M/W/F ½ Day	\$1,910 per year
PK (4 year olds) MWF Full Day	\$3,025 per year
PK (4 year olds) M-F ½ Day	\$2,575 per year
PK (3 & 4 year old) M-F Full Day	\$4,525 per year

Returned Checks

Any check returned for insufficient funds will be assessed an additional \$15 fee

Teacher requests

Teacher requests are not accepted. The most important goal is to have a balanced classroom for a positive learning experience for all students.

Documentation

All students must show documentation of the month, day, and year of each immunization. Parents must present their child’s immunization record before entering school the first day or provide a religious exemption card. NO EXCEPTIONS. To remain in school, students must receive immunizations before they become overdue. All religious exemptions must come from the County Health Department.

STUDENTS WILL NOT BE ALLOWED TO ATTEND WITHOUT IMMUNIZATION RECORDS!

- _____ Three Important Things Form (Green Sheet)
- _____ Medical Form signed by your doctor (Lavender Sheet)
- _____ Immunizations (hard copy brought in)
- _____ Extended Care Program Form (if you are using this service)

Signing In & Out:

- Your teacher will sign your child in and ask if they will be eating home or school lunch, as well as, if you will be needing aftercare. They will also sign your child out at the end of the day.

Be sure you check your child out in and out with his/her teacher.

- If you are picking up a child other than your own, please stop by the Preschool office so we may verify the release.

Children will not be released to anyone other than the parents or those listed as authorized pick-ups. Proper ID will be required at time of pick up.

Non-Discrimination Statement

The King's Academy Lutheran School welcomes all children regardless of sex, race, national or ethnic origin, or religious background. Note: Parents of children with special needs must be aware that The King's Academy does not have a special education program, staff, or behavioral specialists, and may not be able to meet the needs of every child. Special concerns should be discussed with the Administrator prior to enrollment.

American with Disabilities Act

We do not exclude children with disabilities from our programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program. It is our desire to include all children in our Preschool program but those with special needs will be evaluated individually to determine if we are able to meet the needs of the student.

Absences

Parents should call the school office, 573-693-9245, by 8:00 AM to report a student's absence and reason for the absence. No call - no show situations cause worry and speculation. The school will call you if you do not call in the absence. No response may warrant a well-visit.

Withdrawal

A one-month notice must be given if it becomes necessary to withdraw your child. Full tuition is required on the day of withdrawal.

Snow Days

The King's Academy will announce weather cancellations through the REMIND app, Channel 13, and The King's Academy Facebook page. We typically follow School of the Osage and surrounding public school district's decisions on closures and delays as they have road crews to inform their decisions. As our roads can be treacherous in the winter, on close calls we will always err on the side of caution rather than putting families and staff at risk on dangerous

roads. Tuition is not discounted in the event of snow days as these days are built into our calendar.

Parent-Teacher Conference

Parent-Teacher conferences will be held the week of October 28-31 (before/after school) for Pre-K students. The conference is an opportunity for the teacher to get to know each of the parents, share goals for the year, and familiarize parents with the methods of observation and evaluation. It is also an opportunity for parents to ask questions, voice any expectations for the year, and provide pertinent information to the teacher.

If at any time during the year a conference is needed for a child of any age, one may be scheduled by either a parent or the teacher. Please respect the teachers' classroom responsibilities and set up a conference via Brightwheel message, phone call to the office, or an email to the teacher. Morning dropoff and afternoon pick up are not good times for the teacher to set up meetings/conferences due to their attention to students. Thank you for your cooperation and understanding.

Child Assessments

Children are assessed throughout the year using a variety of methods for several reasons:

1. To monitor children's development and learning
2. To guide our planning and decision making
3. To identify children who might benefit from special services
4. To report to and communicate with parents and co-teachers/administrators

If there is concern regarding an individual child's development the teacher may recommend to the parents that a specialist evaluate the child.

Communication

Parents are informed of the activities at the Preschool through a monthly teacher's letter. The letter will contain pertinent topics, class activities, important dates, upcoming events, and parenting suggestions. Please check your child's classroom folder weekly for any information that is being sent home.

Curriculum

Our goal is to instill a love of learning and promote social and academic skills. We also offer an opportunity for spiritual growth. Faith development is at the core of our curriculum and is integrated into every aspect of teaching. Our units are divided into broad categories that reflect how young children learn:

Spiritual / Social Living

- Relationship building
- Interrelationships
- Small group play
- Attitude and relationship to the Lord
- Moral development
- Values

Communication Arts

- The ways we communicate
- Development of listening and speaking
- Beginnings of reading and writing
- Appreciation of the values and use of communication systems

Expressive Arts

- Foundations for art, music, movement, drama
- Creative expression of feelings and ideas
- Use of creative materials and activities

Wellness /Physical Development

- Foundations for health, safety, nutrition, fitness
- Promotion of positive attitudes toward a healthy lifestyle
- Development of responsibility and autonomy
- Large movement activities

Discover about the World

- Discovery of the immediate environment
- Foundations for science, social studies, math
- Organization of ideas and objects into categories and classes
- Manipulation and observation of real materials and phenomena

Our primary curriculum resource is ***One in Christ*** published by Concordia Publishing House and ***The Story for Children***. We also use ***Learning Without Tears*** by Jan Z. Olsen, ***SPARKS*** Early Childhood Physical Activity by Patricia Kimbrell, Paul Rosengard, Phyllis Richey and Thomas McKenzie and ***Happily Every After*** published by Zaner-Bloser.

Children's Backpack, Emails and Emergency Contact

Please check your child's backpack daily for Preschool information, art projects, notes from the teacher, etc. Parents are responsible for picking up the information placed in the folders. This is our main form of communication. Please be sure your email and cell # are updated with your child's teacher. Text messages will be sent through Brightwheel for emergencies and important announcements. All general information will be posted on our website, posted at the front desk or through our monthly newsletter.

Items from Home

We ask that your children do not bring personal items from home on a daily basis. We will have Show and Tell each week. Your child will have the opportunity to share special personal toys/books about once a month. An animal bag will be sent home the school day prior to their Show and Tell day. Please ensure the item you and your child choose to share fits inside the bag. Real or toy weapons, and no live animals are allowed for show and tell. After the special toy or book has been shared, your child will be asked to put it away in his or her backpack to avoid lost items and conflicts with other children. The Preschool is not responsible for personal items brought from home.

Artwork

Please take your child's artwork home each day/once a week, depending on the teacher. Children are proud of their creations and love the opportunity to tell you about them.

Dress

Children are encouraged to wear play clothes and tennis shoes. Shoes without backs are not appropriate for the playground as they prevent children from running and jumping safely. Daily activities sometimes include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes.

Change of Clothing

A change of clothing is not just for bathroom accidents. Children will paint, play in water, and may get their clothing wet or dirty. Please bring extra underpants, pants, socks, and shirts for your child. They will be stored in individual bags in the classroom. Please provide your child with a summer and winter change of clothes along with a pair of shoes if possible so we may change soiled clothing.

Toilet Trained

Children need to be toilet trained to be enrolled in preschool and Pre-K classrooms. To be “toilet trained” means to be independent and self-sufficient in the bathroom. It is important to dress them in clothes they can put on and take off quickly and easily. Please avoid overalls, belts, and tights. We realize a child may have an accident now and then but if it is happening several times a week, you may be asked to withdraw your child until he/she is toilet trained. Please speak with your child’s teacher or the director if you have any questions.

Naps at School

Naptime will begin at 1:00 daily. Each child will be given a cot to sleep on. Each child must bring their own travel sized pillow and blanket marked with their name to use on their cot. Naptime items will be sent home on Fridays for full time children and monthly for ½ day, MWF, or TTH children. Please ensure these are laundered and returned the next school day. Our naptime lasts for 1 hour and 15 minutes.

School Lunch and Fees

A lunch menu for the upcoming month is distributed to families. Students may select which days they want to eat hot lunch or which days they would prefer to bring their lunch from home. Purchasing lunch from the Hot Lunch Program is optional. The menu consists of healthy, child-friendly options. Milk is available free of charge to all children who want it.

- PK – 3rd Grade - \$3.00 per meal
- 4th – 8th Grade - \$3.25 per meal

If your child chooses home lunch, please, place your child’s first and last name on the lunch box and individual containers.

Please provide your children with healthy meals. Please send any hot meals in a thermos, already heated and cold lunches with a cold pack if it needs to stay cold. No soda or power drinks are allowed. Children should be able to open most food wrappers independently.

If you would like to have a special lunch with your child, please make those arrangements by calling the office ahead of time. All visitors need to sign in at the Elementary Welcome Center to receive a visitor’s badge.

Missouri Food Grant Program

Snack bags are provided to every student each day at 3:00 PM. The snack will be eaten at school and not sent home. This not only supplies your child with USDA food requirements, but is a wonderful fund-raiser and is a benefit to our school financially.

Birthdays

Special recognition is given to each child, on his/her birthday. Parents may choose to provide on (or close to) their child's birthday. If your child has a summer birthday we celebrate their half birthday. We have some severe allergies, especially nuts. **All baked goods and food items must be from a licensed bakery or food facility and in the bakery's closed container and contain no nuts. Homemade goods are not allowed. All food items must be wrapped and not prepared at home.**

Class Parties

Class parties are designed to teach our preschoolers how to participate in social activities without parental supervision. Our room parents help plan and implement the activities at these parties, and therefore, must attend. If other parent volunteers are needed to help, the classroom teacher will reach out to you. TKA Preschool parties are Harvest Party held the last school day of October, Christmas party held the last school day of December, and a Valentine's Party held in February on the school day closest to Valentine's Day.

Allergies

Special cooking projects are a part of our curriculum. If your child has any food allergies, please inform your child's teacher, and the Preschool office. Allergies must also be listed on the emergency form. Please be considerate of other children's allergies to peanuts and not pack that for your child's lunch and snack.

Chapel

Preschool and elementary students will meet for chapel on Wednesday mornings at 9:00 AM each week in the church sanctuary. Parents and family are welcome to join us. You may enter through the church entrance and meet us in the sanctuary.

Health and Safety

Parents are responsible for the periodic examination concerning their child's health. If a child has special health care needs or needs to receive medication, we will need to have an individualized care plan on file that is filled out by a doctor, therapist or nurse. Examples of conditions are asthma, diabetes, severe allergies, heart issues, etc.

Most illnesses spread by respiratory droplets are released when people talk, cough, or sneeze. Germs spread to hands from a contaminated surface then to the nose or mouth, causing

infection. Prevention practices include frequent handwashing (20 seconds with soap and water), cover coughs/sneezes, and staying at home when sick.

The school is cleaned every evening, with surfaces and highly touched areas disinfected, and floors, sinks, and restrooms thoroughly cleaned. Should you or your child notice any area in the school that does not appear to be clean, please contact the office.

When to Keep Your Child Home

A child should be kept at home if, during the previous 24 hours, any of the following symptoms have been observed:

- A temperature of 100.0°F (37.8°C) degrees or above. It is not appropriate to give your child Tylenol and then send them to school. Students must be fever free for 24 hours (without the aid of fever reducing medication) to return to school.
- A cold (sore throat, congestion or runny nose, severe cough or sneezing)
- Headache, muscle or body aches
- Upset stomach (nausea, vomiting, diarrhea, abdominal cramps)
- Unidentified rash
- Bloodshot or swollen eyes or eyelids, discharge from eyes
- Head or body lice

A child exhibiting any of these conditions upon arrival at school, or during the school day, will be sent home. If a child becomes ill while at school, a parent or emergency contact will be notified. The child will be isolated to protect the other children. Arrangements should be made to pick the child up within 30 minutes.

Illness: Communicable & Infectious Diseases

Children having communicable diseases may not attend school until the attending physician indicates return to school is appropriate. Notify the school immediately if a child is diagnosed as having a contagious disease, influenza, COVID, strep, chicken pox, conjunctivitis (pink eye), lice or ringworm. Children with strep infection must be kept home 24 hours after being placed on medication, longer if advised by your physician.

Children should be kept home at least two days following the onset of a cold. Each child should know how to use tissues and how to cover a cough or sneeze. If the child is not able to do so he/she should be kept from school for an additional 24 hours or so depending on circumstances. Children should stay home for 24 hours after their temperature returns to normal without the help of fever-reducing medication.

A child should not be sent to school who has exhibited a fever the day before or the morning of school. It is never acceptable to give a child fever-reducing medication for them to participate at school while they are ill. A child with a temperature is most likely contagious and the health of their teachers and classmates should be a consideration.

Medical Emergencies

Minor Medical Situations, the more likely bandaid-worthy medical situations will be handled by our first aid trained teachers and staff who can effectively handle minor scrapes, cuts and other injuries or medical situations. The teachers and staff keep current in their CPR/AED/First Aid training. Parents will be notified on the Brightwheel app.

Moderate to Severe Abrasions, cuts and other injuries or medical problems will be handled according to standard first aid procedures. A parent, or designated contact, will be informed immediately concerning the incident. The child will be under direct supervision of a staff member pending further instructions from the parent. An accident report will be written and put in the child's file as well as a copy given to the parent.

Major medical emergencies will be handled by assessing the extent of the injury or medical problem and immediately contacting a parent, or designated contact, for instructions for disposition of the problem. If appropriate, a medical emergency team will be summoned by calling 911 as well as contacting the parents. A staff member will remain with the child until the parent/medical team arrives to assume supervision of the child. Emergency medical teams are often able to address situations on location without transport. However, if it is necessary to transport, for the benefit of the child, it will be done.

A preliminary accident report will be prepared and given to the parent upon arrival. A detailed accident report for the parents will be completed and a copy will be maintained as part of the child's permanent record.

If a parent or emergency contact is not available, a staff member will proceed with emergency medical treatment as outlined on the child's emergency contact form and authorized by the parent.

Emergency Authorization

The Preschool must have on file for each child a signed *Emergency Consent Form* that authorizes emergency care and the transfer of medical records to the local hospital. Emergency numbers for reaching a parent or guardian and another authorized person shall be kept on file. ***It is vital*** that these numbers be kept up to date.

Dispensing Medication

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Before medication can be administered by the administrator or the teacher, the following documentation is needed:

- Authorization, orders or prescription from the student's health care provider
- Written request from parent/guardian to administer medication
- Medication in the original container
- Current student health status and medication regime
- Sign authorization for school to communicate with the student's healthcare provider

The administrator or teacher will:

- Be responsible for storage of medication
- Keep all authorization, orders or prescription documentation on file
- Contact parent or guardian as needed
- Understand and follow the medication dispensing policy

Safety & Crisis Plan

The King's Academy Lutheran School has a Safety & Crisis Plan in place and available for your information. Make your request to the office if you would like to have a copy. This Safety & Crisis Plan includes tornado, fire, and intruder drills held both in the fall and spring, and infectious diseases guidelines. Staff members are trained in CPR, AED, blood-borne pathogens, first aid, mandated reporting, and minor medical procedures that can be performed at school.

Field Trips

Throughout the school year we will be taking field trips to various places. Parents will need to arrange to transport their child or make plans with another King's Academy family. Permission forms will be given to each family and must be returned for the child to attend the trip. If no permission slip is received, the child must remain at school under the supervision of the administrator or teacher's aide.

Parents who are providing transportation for students (other than their own) for class field trips will be asked to provide a copy of their insurance card and driver's license which will be kept on file in the office.

Raise Right

Let the money you already spend pay your child's tuition, up to 90%! The King's Academy participates in the Raise Right program. This allows families to pay for normal everyday shopping with gift cards attached to their scrip account. Families can purchase gift cards for all their grocery, gas, clothing and restaurant needs from many of our local businesses. In turn, those businesses rebate a percentage of your purchases back to our school. You can determine how that percentage comes back to the school. It can easily be designated for your child's tuition. Raise Right gift cards may be purchased year-round in the Welcome Center or on the app. You may encourage your extended family to use scrip as well.

Behavior Policy

Positive behavior is what we strive for at King's Academy Preschool. We as teachers do our best to exemplify positive behavior. The children are commended daily for positive behavior. Please review the behavior expectations listed below. Both parents are asked to review and sign the "Behavior Policy Form" (please page 21). The teachers will explain behavior expectations to all children on the first day of school.

Behavior expectations are as follows – Participants must:

- ❖ Respect themselves, other children, staff, facility and supplies/equipment.
- ❖ Follow directions
- ❖ Have fun!
- ❖ Positive encouragement to self and others.
- ❖ The preschool will not tolerate aggressive behavior(i.e.hitting, kicking, biting, etc.)

The purpose of this form is to protect the rights of the teachers and the rights of other children who sometimes become victims of an aggressive child. As a general rule, aggressive behavior does not include running, sitting still, keeping hands to self, etc. in which occasional time-outs may be used. We hope this policy does not affect anyone, but we must protect the teacher's rights and the rights of children in our care.

If your child engages in behaviors that are unsafe and/or disruptive which will endanger himself/herself or another participant, or interfere with successful completion of the program, the following procedures will be followed. The School Board has the right to intervene at any time during this process. As parents, you have the right to request a meeting with the School Board after the Grievance Procedure has been followed (see p. 20)

1. The child will be given an explanation by the teacher of his/her aggressive behavior and will be given a warning that includes further consequences if the behavior continues. If the aggressive behavior continues, the child will be given a time-out and the child will be

placed away from the group for at least five minutes. The teacher will inform the child's parents of the child's actions, upon the arrival of the parent or a phone call.

2. On the second offense, the parent(s) will be contacted about the specific incident at the end of the day or sooner as deemed appropriate by the teacher.
3. On the third offense, the parent(s) will be contacted and the child must be removed from the preschool immediately (no more than 30 min.) for the remainder of the day. At this point, seeking assistance for the child's behavior is strongly recommended. The teacher can provide information on how to access community resources.
4. On the fourth offense, the parent(s) will be called and the child must be removed from the preschool immediately (no more than 30 min.) for the remainder of the day. The child will be removed until a meeting, including the Parent(s), staff and a board representative(s), has been held to discuss a success plan for the student and is ready to be implemented.
5. On the fifth offense, the child will not be allowed to return to preschool and his place will be forfeited.

Parent Code of Conduct

The King's Academy is blessed to have a supportive and friendly parent community, who share and live our school beliefs and Christian values. Our parents/guardians recognize that educating children is a process that involves a partnership between parents, teachers, and the school & church community, exhibiting Christian love and respect. The King's Academy is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff, and visitors. Everyone at The King's Academy has a right to an environment free from harassment and to converse with each other comfortably, positively, and cooperatively.

Parents are their children's most impressive role models in judgment, dignity, and respect (1 Timothy 4:12). Children love their parents unconditionally, so as they witness their parents' behaviors they emulate them as well. Therefore, parents and visitors to The King's Academy should be familiar with the expectations while on school property, at school events, and when interacting with school faculty and staff or students.

Christian Code of Conduct

To provide a peaceful and safe school environment, parents are expected to follow our Christian Code of Conduct by:

- Treating others with love, dignity and respect (John 15:12)
- Speaking respectfully to and about teachers, staff, and other parents in front of children, in-person, by email, text/voicemail/phone, social media, or other written and verbal communications.

- Building a bridge of acceptance and understanding and expect your child to do the same, among the different cultures represented at the school
- Faithfully supporting the school through prayer and positive attitude, and in keeping with Matthew 18:15, speak privately to those you disagree with, and share any complaints or negative comments only with the people involved, agreeing that social media and the internet is not an appropriate place to address concerns or complaints about teachers, students, or parents. Unresolved issues will be taken care of using the school's chain of command, which is the teacher, principal, and then school board.
- Being an example to your children on how and why we follow laws, rules, and deadlines.
- Respecting the property of the school and others
- Demonstrate Christian values and lifestyle as a role model for your children and others.

Should parent behaviors occur at the school which make it necessary to contact the appropriate outside authorities, the school will not hesitate to do so. Severe incidents could cause the parent to be banned from being on school grounds or attending school events. We trust that parents will assist our school with the implementation and maintenance of a safe and positive school environment conducive to learning in a Christian setting. We thank you for your continued support of the school.

Social Media Guidelines for Students and Parents

Accountability: Students and parents are personally responsible for the content they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Christ the King Lutheran Church and The King's Academy.

Confidential Information: Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.

Privacy: When posting, even in the strictest settings, parents should act on the assumption that all postings are in the public domain. Comments made using such media are not protected by privacy settings. All teachers, coaches, and parents must have permission from the administrator and individual parents to post class or team pictures with names of our students.

School Logos: Do not use any King's Academy logo without permission. If you wish to promote a specific activity or event, please contact the school or church office for permission, or provide a link to the official King's Academy Facebook page or website.

School Values: Be respectful of the opinions of others in your posts and comments. Under no circumstances should offensive or disparaging comments be made about students, parents, staff, Christ The King Lutheran Church, or The King's Academy. If responding to someone with whom you disagree, remember to be respectful. Make sure that your criticism is constructive and not hurtful. Do not comment on or forward unsupportive information or rumors.

Grievance Procedure

The King's Academy takes all issues brought to its attention very seriously. Parents have the right to raise issues and concerns related to their child's education or other matters relating to the school. All concerns should follow the circle of concern path (Parent/Teacher/Administrator/Board of Education). In raising a complaint or grievance, parents can expect:

- To be listened to respectfully and communicated with courtesy.
- To have confidentiality respected and maintained.
- To receive a timely response to concerns raised.

Each family has made a financial commitment to pay for the educational services the school is providing for their child. Having read the Parent Code of Conduct, and understanding the standards outlined as a Christian parent/guardian committed to the mission and core values of The King's Academy Lutheran School, please sign and return to the school office.

Dispute Resolution

Should an issue of concern arise regarding any action of the school or by a teacher, the following steps/process should be used in accordance with Matthew 18:15-17:

1. Contact the teacher, staff member or volunteer directly. Discuss the concern with the teacher or adult with whom you have a concern.
2. If you are not satisfied with the resolution from step 1, contact the principal so that a time may be set to meet with all parties in a joint meeting to discuss the concern.
3. If no resolution is found from step 2, parents may appeal in writing to the Board of Education. The board will then set up a time to meet with all parties and the principal. Any actions or inaction taken by the Board of Education are final. The Board of Education only functions as a group. A single member of the board is not "the board." It is inappropriate to contact a member of the Board of Education on matters of serious

concern. All correspondence for critical matters should be addressed to the Board in writing. This allows the board to officially deliberate on the matter within their meeting.

BEHAVIOR POLICY FORM

PLEASE SIGN AND RETURN THIS PAGE TO THE TEACHER/DIRECTOR AT THE KING’S ACADEMY PRESCHOOL.

After you have reviewed the behavior policy on the previous page, please sign and return this before the beginning of the school year.

Behavior Expectations:

- ❖ Respect Themselves, other children, teachers, facilities and supplies/equipment.
- ❖ Follow directions.
- ❖ Have fun!
- ❖ Positive Encouragement To Self And Others.
- ❖ The preschool will not tolerate aggressive behavior(i.e.hitting, kicking, biting, etc.)

Comments:

What are effective ways to help your child maintain positive behavior?

Please check the box if you have received and reviewed a copy of The King’s Academy
Preschool’s Handbook and Behavior Policy and sign and date below:

Father’s Printed Name: _____ Date: _____

Father’s Signature: _____ Date: _____

Mother’s Printed Name: _____ Date: _____

Mother’s Signature: _____ Date: _____