



**KINGofGLORY**  
SCHOOL

## Family Guide



King of Glory School  
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That ALL may Know the Love of Jesus

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## Welcome to King of Glory School

Welcome to our family at King of Glory School. We are excited to be partnering with you for a great school experience. Communication is important so if you have any questions and/or concerns please feel free to contact me directly:

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## About King of Glory Lutheran Church

King of Glory School is a vital ministry of King of Glory Lutheran Church. King of Glory is a Christian community of faith that welcomes all people to celebrate the love of God shown in Jesus Christ the Savior.

Our congregational vision is:  
That ALL may know the love of Jesus

Our congregational mission is:  
Connect with God and His People  
Grow in Faith and Love  
Live through Service and Sharing

We invite you to join us at King of Glory for worship services on Sundays. A staffed nursery is available all morning long. We also invite you to take part in the various ministries and opportunities offered throughout the year. You can learn more about our various ministry opportunities and service times by going to [kogva.org](http://kogva.org).

Should you ever need pastoral care or spiritual assistance, we invite and encourage you to contact King of Glory's Pastoral staff at:

[Pastor@kogva.org](mailto:Pastor@kogva.org)  
757-258-9701.

We will remember you and your families in our prayers throughout the year. Guided by the Word of God, the mission of King of Glory School is to provide a distinctly Christian environment where the spiritual, physical, emotional, social and cognitive needs of the young child are met and nurtured.....that ALL may know the love of Jesus.



## School Mission

As a part of the total ministry of King of Glory Lutheran Church our purpose is to serve families who desire Christ-centered education and care for their children. Our goal is to provide a nurturing, safe and developmentally appropriate environment for young children where they can grow and experience the love of Jesus. Our School welcomes children of all races, religions, ethnicities, abilities and nationalities.

## School Philosophy and Purpose

We are dedicated to the growth of the whole child. Each child is provided with opportunities to grow cognitively, spiritually, physically, and emotionally. We use developmentally appropriate materials and equipment, and encourage each child to pursue self-expression and interests of his/her own. Children are motivated to learn when they have opportunities to make choices in an environment that is enriching and stimulating.



Children learn by play. Every moment children play they learn new skills, words and meanings. Children playing in a playground, kitchen or classroom learn skills that will go with them all their lives. At King of Glory School we allow plenty of time for meaningful play both outdoor and indoors. Music, literature, art, large and small motor experiences, science and math are all part of children's daily experiences here. Through teacher interaction and activities children learn about the love of Jesus and the wonders of the world around them.



King of Glory School recognizes that parents are the primary teachers of young children and ensures that parents are partners with the Staff in exchanging ideas and information. The School has an open door policy and encourages parental participation in numerous activities throughout each school year.

## School Goals

In our School, we strive to:

- Deepen children's knowledge of the Triune God and the wonders of His creation.
- Teach Bible truths and apply them to each child's experiences.
- Allow each child time to develop the capacity for prayer.
- Nurture in each child a positive attitude toward self, peers, adults and school.
- Promote self-confidence in each child.
- Encourage social interaction through cooperative work and play.
- Guide each child to cope with personal feelings.
- Cultivate creative abilities.
- Offer opportunities for each child to develop large and small muscle skills.
- Provide frequent opportunities for each child to develop and use language.

## Staff Qualifications

All staff must pass a background check and be certified by a practicing physician to be free from any disability which would prevent them from caring for children. In addition they must have the following characteristics:

- Be a person of integrity, show good character, and lead a life of worship to the Triune God.
- Have a functional knowledge of the Great Commission that Christ has given to His Church.
- Work collaboratively with the team that is assembled at King of Glory.
- Uphold the policies and procedure as outlined in the Policy Governance manual and the Operations Manual of the Congregation.

Lead Teachers must have a minimum of a Bachelors Degree with 15 credit hours of Early Childhood Classes and/or 5 years of experience with 15 credit hours of Early Childhood Classes, knowledge of Developmentally Appropriate Practice, experience completing lesson plans, and be willing to complete 20 professional development hours per year.

Assistant Teachers must hold a Childhood Development Associate Credential (CDA) or equivalent in Educational Credential Evaluators (ECE), have knowledge of Developmentally Appropriate Practice and be willing to complete 24 professional development hours per year. Support Teachers must have a high school diploma and it is preferred for them to hold a CDA.

## Enrollment Capacity

The maximum number of children that the school will enroll is **161**. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 222.

## Enrollment

### ENROLLMENT

The following forms must be completed before your child may attend King of Glory School:

1. Enrollment Application. This form requires information about your child and legal guardian. This form also authorizes the Center to seek medical help should your child require emergency treatment. It lists those individuals who are authorized to pick up your child, and home and work numbers of each emergency contact. Parents are responsible for insuring the accuracy of the information and updating the cards as necessary.

2. Birth Certificate: To show your child's age and identity you are required to provide an original birth certificate to the school. The school does not keep a copy, but will view and record the necessary information.

3. Physical and Immunization Form. Upon admission, your child must have a certificate of immunization completed by your family physician, as well as a physical examination. This information must be on a school entrance examination and immunization certificate provided by the office. No child can remain in the Center without this information. Parents are also responsible for informing the office about any additional immunizations your child receives while attending the Center. A signed physician's statement indicating which immunizations and the date (s) received must be kept in your child's file. If your child is unable to receive a required immunization, we require a note from the physician indicating the reason for the exemption.

3. Payment Preference. This agreement specifies your child's classroom and the account that will be used to pay for tuition. Tuition is withdrawn from this account the first of every month. If the first falls on a weekend, tuition will be withdrawn the first work day after the first.

4. Handbook Acknowledgement Form. By signing this form, you acknowledge that you have received the Parent Handbook, and that you have read and understand the information contained therein.

Custody Papers. Those who are legal guardians, or who have legal custody of a child enrolled in the Center, must provide the Center a copy of the official documents so stating the arrangements. This information will be kept in the child's file, so that should a question arise about custody, the child will not be released to an unauthorized individual. Please be aware that unless proper documentation is provided to the Center stating a parental custody arrangement, we are legally required to release a child to a biological parent. Custodial parents have the right to be admitted to the Center as required by law. Each child's file will be retained for two years after they leave the Center per state licensing requirements. After the two-year waiting period has expired, files will be shredded so that all personal information is destroyed. The center will maintain the confidentiality of all records. Written consent must be obtained from a parent before any information from a child's file (i.e. assessment/medical information) will be released to an outside organization or individual. The signed consent form will remain with the child's file.

## Enrollment Cont.

### COSTS AND FEES

A separate Fee Schedule, given to parents on the enrollment of a child, sets forth the amounts for the following fees: A non-refundable registration fee and supply fee is due when a child enrolls in the Center.

Tuition. Tuition fees vary depending on the classroom. Full tuition is due each month regardless of holiday or weather-related closings, or any time missed by the child due to vacations or illness. All tuition is due by the 1st. A fee will be assessed if the tuition check does not clear the bank.

Withdrawal: Thirty days written notice is required for the withdrawal of a child. A signed and dated copy of this notice must be given to the Director. Parents are responsible for the final four weeks' tuition regardless of whether the child is present at the Center.

## Waitlist

### WAITING LIST POLICY

All families wishing to enroll their child (ren) at King of Glory School must complete an Enrollment Application . The Application should be mailed, along with all applicable fees to: Office Manager, King of Glory School, 4897 Longhill Road, Williamsburg, VA 23188. The position of a family on the waiting list may change depending on the child's age, and the availability of spaces in different classrooms. When space becomes available at King of Glory School it will be offered first to the family on the waitlist with the earliest application fee receipt date, whose child is or will be age-appropriate. King of Glory School will make every effort to contact applicant families; however, if the Center is unable to do so within a week, the space will be offered to the next available family. It is the family's responsibility to provide accurate, updated contact information to the Center. After the family has been contacted, it will have two business days to tell King of Glory School whether they will accept the space. If the family refuses the space, or does not respond within two business days, the next family on the list will be offered the space, and so on. Families who have submitted complete applications and fees may be told on request their approximate position on the waiting list, based on deposit date and their category, with the understanding that the position may change at any time, and that it does not constitute a guarantee of enrollment or of enrollment by a certain date. Families who refuse a space, or fail to respond to an offer within the allotted time, will remain at the same position on the waiting list. We request that families who no longer wish to remain on our waiting list, notify the center and ask that their names be removed from consideration



## Family Involvement

Family involvement and shared decision making about your child's experiences are essential to King of Glory School.

Family involvement includes many aspects of your experience here at King of Glory School: volunteering, family education, special event communication and parent groups. We believe the key to family engagement is to give you many different ways of being involved in your child's education.

We need you! Moms, dads, grandparents, etc. are encouraged to help in the classroom and in school-wide activities. We encourage you to share your interests, skills and talents with the children. Please read the newsletter, weekly classroom notes and bulletin boards for opportunities to serve. Volunteer opportunities will be discussed in detail at the parent orientation sessions at the beginning of the year.

Ways you can be involved in our school:

- Visit or call the school at any time—we have an open door policy!
- Use the family resources that are available to you. Check out our family lending library and the many informative brochures we have available in the lobby area.
- Attend parenting seminars, curriculum nights, special events and family support groups are held throughout the year.
- Volunteer for a variety of school events, such as the consignment sale, dinner auction and school photos.
- Read the daily, weekly, and monthly formal and informal communication on events that you can be involved in.
- Share a special activity, project or book with your child's class.
- Join your child for lunch/snack any time.
- Join our Facebook page, "King of Glory School", to keep up with some fun information about King of Glory School.
- Consider joining a family partnership group. They provide an opportunity for you to be a part of discussion regarding school wide activities. Think of it as our own PTA.
- Visit our web page at [www.kogpk.org](http://www.kogpk.org).



## Communication

We are committed to creating a strong home/school connection by developing a process of open, honest communication with you regarding your child's development and experiences at the school. This includes a continued exchange of information between you and the school staff and office.

### **Tadpoles**



Keeping you involved with the school and your child's daily experiences has always been a priority of ours. To that end, we use a program called Tadpoles. From Tadpoles, teachers can send photos and videos to give you a glimpse of your child's day! Teachers will also create a daily report for each child. This daily report will keep you informed of the daily activities, learning experiences, and care events for your child. All photos, videos, and daily reports are emailed to you directly. You can also access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at [www.tadpoles.com](http://www.tadpoles.com) as well!

Tadpoles strengthens our home-to-school connection. From your Tadpoles parent account, via the app or web, you will be able to enter in morning drop-off notes for your child's teachers or send a quick message

Each classroom is equipped with an iPad mini or iPod touch which will be specifically used for the Tadpoles program. If you see a teacher on what looks like a phone or tablet, rest assured, they are only using the device to input information into Tadpoles.

We consider all information captured within Tadpoles to be a private communication between our school and our families. No personal information is shared with any external parties and as a parent you only will receive information specifically about your child. The confidentiality of all information is maintained through the security features of the Tadpoles software.

### **Parent Information Shelves**

Our Parent information area, holds a variety of information for you. From national recall information to parenting books there is a multitude of resources for you. Please take a few minutes to visit that area.

### **Email**

Email is also a wonderful tool to provide families with communication about your child's experience at the center; teachers will send emails through Tadpoles daily or weekly, so be on the lookout. Weekly you will receive an email from the school office with events, parenting tips, and more.

## Student Assessment

King of Glory School uses the Virginia Standards of Learning to assess each student. These assessments are saved and a portfolio created through Tadpoles. Our teachers, have been trained in student assessments, tadpoles, and portfolios through our staff meetings and curriculum coordinators. They regularly observe and evaluate each child's growth and development. Observations and assessments may be done with children individually or as a group and may be documented by Lead or Assistant Teachers. This is an ongoing portfolio type system that teachers continually work with. The information from these observations will be shared with families in a written report a minimum of twice a year. We hold one parent teacher conference during the year (consult this years school calendar). You may request a conference with your child's teacher at any time. If you have any questions about the assessment, how it was performed, or the criteria, please do not hesitate to reach out to teachers or office staff.

While these assessments are used for student development they are also used to improve the overall quality of curriculum at King of Glory.

Parent/Teacher Conferences and our portfolio assessment are intended to:

- Assist you and the teachers in optimizing your child's experiences.
- Provide a shared vision for the future.
- Inform you of your child's experience and behavior at school and inform the teacher about your child's experience and behavior at home.
- Help you understand our procedures and what is needed from you.
- Help the school to understand your feelings, ideas, and ways of doing things and what you need from us.
- Identify any questions or concerns that you or the teachers may have and any changes that may be necessary in the child's routines and/or the schools.
- Provide mutual respect and trust.

## Referrals

Occasionally we observe a behavior or developmental issue that we will recommend the parent have evaluated by an outside professional such as a medical physician, physical therapist, speech therapist, school psychologist, etc. Such referrals are made on a case-by-case basis. No referral is ever made without a parent's permission. We use the Norge Needs Center in James City County, the Early Intervention Program of York County, Smart Beginnings Behavior Intervention Team and Child Development Resources for most of our referrals. These referring agencies provide services to young children and their families free of charge. Parents may request a referral at any time. Such requests can be made to the child's teacher or the school director. A list of referring agencies is maintained in the School office. If one of our students needs supportive services King of Glory School will work with these agencies to coordinate observations, therapy sessions and other appointments so that the child's overall participation in class is impacted as little as possible.

## Individual Education Plans

King of Glory School is committed to support any child that has an Individual Education Plan (IEP). It is the responsibility of the parent to share this plan with the child's teacher and provide a copy for the child's personal records. These plans will not be shared with anyone other than school personnel. King of Glory School staff will work with any medical or educational professionals as deemed necessary by the parent and teacher to come up with implementation procedures that best fit the individual child's needs in the least restrictive way.

## Grievance Procedure

In the event of a disagreement over classroom procedures, curriculum, relationships between staff member and student and/or staff member and parent, the parent should first present the grievance to the staff member in a personal meeting. If no resolution to the situation can be reached, the parent is invited to meet with the director. At this meeting the director will formalize the grievance in writing. Once it is formalized the family and director will make decisions on what steps should come next.

## Student Records

All student records (including health records) maintained by King of Glory School are considered confidential. Such records are available only to the parents or legal guardians of the child and such agencies or persons deemed appropriate as indicated by written consent of the parent or guardian. Transfer or release of records will be forwarded following receipt of a written request from the child's new school. Such a request must include the parent's or guardian's signed permission. Students personal records are kept in a locked cabinet in the School office. Only school personnel have access to this cabinet.

LCMS Protocol for Custodian of Records: When a school or educational program of the Southeastern District closes, the records remain with the congregation. If the congregation closes, the records, according to the Lutheran Church - Missouri Synod Bylaw 3.6.2.2.1, are sent to the "Concordia Historical Institute (CHI) who serves as an advisory and correlating agency for the historical interests within the Synod and shall collect and preserve articles of historical value."



## Curriculum

King of Glory School uses "The Creative Curriculum" published by Teaching Strategies, Inc. Curriculum in an early childhood classroom is dynamic; it is what happens throughout the day that contributes to the growth and development of young children. Our classrooms' interest centers satisfy the children's need to explore. They also promote creativity and curiosity. Some of the centers available are: art, block building, science, library, listening center, sand/water table, manipulative, dramatic play, and a writing center. Other program components are Bible story time, circle time, music and movement, regular chapel in the Sanctuary, and outdoor play.

Faith development is the core of our curriculum. The curriculum strives to integrate experiences that help our children understand God's love for all people and deepen their understanding of Jesus as their friend and Savior.

## Accreditation, Affiliations, Licensing

King of Glory School is currently accredited by the National Association for the Education of Young Children (NAEYC) through its National Academy of Early Childhood Programs. We are also accredited by the Lutheran Church Missouri Synod through its National Lutheran Schools Accreditation (NLSA). We have also chosen to participate in the Virginia Star Quality Program and currently are rated as a 4 Star Early Childhood Program. To learn more about each of these take some time to check out their websites.

King of Glory is a member of the Southeastern District (SED) of the Lutheran Church-Missouri Synod (LCMS) which has been long committed to quality Christian early childhood, elementary, secondary and collegiate education.

In compliance with the Code of Virginia, Section 63. 2-176, this School is religiously exempt from licensure and is classified as a "religiously exempt child day center."



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

## Positive Guidance

King of Glory School consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence and self control. Children learn by exploring, experimenting and testing the limits of their environment and experiencing the consequences of their behavior. In this way they begin to understand how their world works, their own limits and appropriate assertiveness. Teachers help children learn self control and understand how the world works in a supportive positive environment at King of Glory.

Children are accepted as they are. Development is viewed as a process of growing with each age and stage having its own characteristics, challenges and needs. Teacher and staff view discipline as an important aspect of teaching and learning.

King of Glory School uses Conscious Discipline. To learn more about this discipline strategy please visit [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

The parent book that goes along with this approach is *Easy to Love Difficult to Discipline* by Dr. Becky Bailey. This book is available in local bookstores and on Amazon.



With our approach to positive guidance, teachers will:

- Limit expectations to what is realistic for the developmental age of the children in the classroom.
- Create a “yes” environment filled with many appropriate and fun experiences.
- Model appropriate behavior.
- Encourage and support the children’s growing sense of self.
- Give choices and alternatives.
- motivate and empower children using natural and logical consequences
- Encourage behaviors such as cooperating, helping and negotiating.

The following methods of discipline are prohibited:

- Corporal punishment, including spanking.
- Shaking, jerking, squeezing or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labeling children, i.e. “bad girl”.
- Using bribes, false threats or false choices.
- Withholding food or drink or unrelated activities (i.e. outside time) as punishment.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment of any kind for soiling, wetting or not using the toilet.

## Challenging Behavior

When a child repeats a challenging behavior, the school uses a variety of methods for encouraging cooperation:

- Conferencing with other staff, parents, and school administration. Staff will notify the school director about all incidents that result in an injury to another child.
- Making every effort to understand children's needs and modify classroom practices so each child is successful. Staff members anticipate problems and plan to prevent them by maintaining an appropriate learning environment.
- Using positive behavior support strategies (i.e. connection time outside of the classroom, noticing of positive behavior in the classroom.)
- Scheduling an additional staff member or volunteer in the classroom, when available, to assist the teachers.

If a child's behavior results in an injury of another child, the classroom staff need to follow all protocol related to documenting the injury and notifying the parents of both children involved, remembering that all information about the children involved may only be shared with their families. If any additional first aid is to be administered, parents must supply the medication and complete the required Medication Administration form.

The goal is to teach children to work together cooperatively. If a child's problematic behavior persists or puts other children in the class at risk of injury, (e.g., punching, kicking, temper tantrums), the teacher documents behavior and works with the parents, administration, and other specialists to develop an action plan.

## Suspension/Expulsion of Students

If King of Glory School is unable to help a child through the above action plan there may need to be alternative options for child care. This would only happen after all of the intervention measures mentioned have occurred. Any plan of action would be done with the parent's consent and input. The goal of our guidance policy is to limit or eliminate the use of expulsion and other exclusionary measures. If exclusion of a student is found to be in the best interest of the child, the school will provide support to the family regarding other child care options.

Once a plan of action is initiated, the director will notify the executive director that the necessary steps have commenced and will keep the executive director apprised on any further action. Members of the administrative team have the authority to immediately remove a child from the center if the child's behavior is deemed dangerous or overtly aggressive.

## Transitions

At King of Glory School we recognize how important new beginnings are in each child's development and to each child's family. We take great time and effort to make these transitions as smooth as possible for both your family and your child.

### **Initial Transition to School**

The first transition a family experiences is from home to King of Glory School. We realize this can be a difficult period for families as everyone adjusts to new routines and new people. During this transition, we provide a variety of ways to introduce you and your child to our school:

- Meet the Teacher time—for your child to meet his/her teacher and see the classroom
- Parent Meeting—a time for you or primary caregivers to learn about your children's classroom and teacher
- Parent Orientation—for parents to meet with our office manager and/or Director to become acclimated to the school, have questions answered.

### **Transition within School**

As children grow and change classrooms, there is another transition happening. During the transition from one program to another within King of Glory School your child's current teacher will meet with you regarding the best fit for your family and child. The current and future teachers meet to discuss children, their learning styles, and what they need to be successful. We strive to maintain continuity of care and as such keep children with the same teacher(s) for a minimum of 9 months.

### **Taking the Next Big Step**

King of Glory School assists families in the transition from our school to elementary school. Teachers will provide you with information on local schools, help you with ideas on how to talk with your child about going to elementary school, and provide information on what to expect. Transition activities are integrated into the school's curricula. You may also talk with your child's teacher or the school director for information on advocating for your children as they enter elementary school.





## Health, Safety and Security Information

King of Glory School maintains strict health and safety guidelines. Our health and safety policies and practices are based on best practice in the field of Early Childhood Education. Staff undergoes a thorough screening and hiring process, including background checks and reference checks. All staff are certified in first aid, CPR, universal precautions, child abuse prevention & reporting, and playground safety. Routine fire and emergency drills are conducted regularly. To learn more about these, please feel free to contact the school director.

Families of enrolled children are welcome to visit at any time during the day; however, this "open door" policy may not be used to supplement a custody or visitation schedule. In addition to security measures promoting indoor and outdoor safety on the school grounds, King of Glory provides its own security system with secure access, ensuring that the school is kept as secure as possible, we ask that you do not allow others to "piggyback" on your entrance or enter the school upon your departure.

### **Drop Off/ Pick Up Procedures**

You are required to escort your child inside every morning to drop off your child in his/her classroom. Please walk your child to his/her room, making contact with your child's teacher so he/she knows your child has arrived at school. This ensures the safety of all children and helps to maintain open communication with the teaching staff.

Pick up may happen in your child's classroom, if this is the case for your child's program, we ask that you speak with your child's teacher at the end of the day. This promotes communication between parents and teachers. If someone other than a child's legal guardian will be picking up a child at the end of the day parents must provide the school office with written permission, a phone call will not be accepted. When picking up the adult should provide a valid ID showing proof of who they are. We will not release children to any adult who is under the influence of drugs or alcohol. If you are waiting in the parking lot areas please be mindful of children walking around your vehicle and turn your car engine off.

### **Medication**

If your child takes any kind of medication at home (including over-the-counter varieties), please inform the teacher. Children on medication often exhibit behavioral and mood changes.

### **Medication Administration**

The Virginia Legislature has passed the Drug Control Act. King of Glory School is in full compliance with this Act. If your child needs to have any medication given at school, you must provide King of Glory School with written authorization from your physician and the medication must be in its original packaging with a pharmacy label that lists the prescriber's instructions pertaining to dosage, frequency, and manner of administration. We do not administer any kind of medication without a written Consent Form signed by the child's physician and/or parent depending on the medication. If you have any questions about a medication please see Office Manager Andie Ross, in the preschool office. There is always a staff member present during school hours that has MAT certification and can administer any prescribed medications. If a child has a physician that has ordered a special medical management procedure, a trained adult will be on site whenever that child is present. All medication is stored in a locked container. Emergency medications are available to teachers at all times.

## **Communicable Diseases**

The Virginia Department of Health will be notified as required by law for these specific illnesses:

- Bacterial meningitis
- Botulism
- Chicken pox
- COVID 19
- Diphtheria
- Meningococcal infection
- Measles
- Rabies (human only)
- Rubella
- Tetanus
- Flu
- Any cluster/outbreak of illness

ALL communicable Diseases will be reported to Families through Tadpoles.

## **Allergies**

It is the responsibility of the parent to inform King of Glory School of any allergies that a child has, how these allergies manifest themselves and what measures to take should the child be exposed to the allergen. If those measures involve medication of any kind, the medication administration policies will be followed. **King of Glory School is a peanut free school.** Foods containing peanuts may not be brought to School. This policy is to help ensure a safe environment for all of our staff, students, and their families.

## **Immunizations and Physical Exams**

A written record of immunization and annual physical exam must be on file for each child enrolled in King of Glory School. All parents must obtain immunizations at intervals recommended by the Virginia Department of Health or complete a waiver to be exempt from doing so. The medical record for each child must not be more than 12 months old and therefore needs to be updated annually. Under-immunized children will be excluded if a vaccine-preventable disease occurs in the program.



## Illness Policy

Your child's health is a matter of major importance to all of us. A child showing signs of illness must be kept home for his/her sake and for the sake of others. The School reserves the right to decide when a child is unable to participate in class due to health or injury.

### **Please keep your child home for the following reasons/symptoms:**

- A fever above 100 degrees.
- Unusual spots or rashes on the skin.
- Continuous mucus from the nose accompanied by upper respiratory symptoms.
- Eyes that are red with a discharge.
- Fussiness, crankiness, tiredness, or generally seeming not him or herself.
- Symptoms of a possible communicable disease (sinusitis, red eyes, sore throat, severe cough, headache or digestive upset).
- Loose stools or vomiting
- Diagnosis of a communicable disease (such as strep, flu, pinkeye, etc.)

**A child should not return until she/he can participate in all activities indoors and outdoors. A child should be fever free (without medication) for 24 hours before returning to school.**

### **Illness at School**

Staff members are knowledgeable about signs and symptoms of childhood illness and are responsible for the initial observation of each child upon arrival and continued observations throughout the class session. Any child showing suspicious signs or symptoms of short-term contagious illness shall be placed in the office or a designated isolation area with continual supervision by an adult. The parent or other authorized adult shall be called to pick up the child immediately.

## Health, Safety and Security Procedures

### **Secure Building**

King of Glory School operates a secure building, but we also have an open door policy. If you need to gain access to our building, ring the bell on the outside the office staff will let you in. We reserve the right to deny access to the building to anyone without a cause to be in the school.

### **Privacy Policy**

The use of names, addresses, telephone numbers etc. of King of Glory School parents and staff is to be limited to communicating information concerning school classes, activities, and official school business. King of Glory School does not share personal information about any of our staff, students or their families without written permission.

### **Smoke Free Environment**

Smoking is prohibited in all buildings, on the playground, and within twenty feet around all entrances. Smoking is also prohibited in the presence of any student at any time. This includes on field trips and other outside activities.

**Emergency Procedures**

In the event of fire, weather or other safety emergencies, it may become necessary to evacuate all persons from the classrooms. In the unlikely event that it becomes necessary to lock down our facility to protect all persons within from an outside safety threat, all classes will be stay in or return to their classrooms; all doors and windows will be locked; classroom lights will be turned off; and blinds will be drawn. Children and adults will remain in lock down until appropriate authorities deem it is safe. Drills to practice these emergency procedures are held several times each school year. Fire Evacuation drills are held each month. Disaster and emergency evacuation plans are posted in all classrooms.

**Accidental Injury Procedures**

In the case of minor injury (medical or dental) staff will administer first aid at the school. The staff member who observed the injury will inform the parent that day or by phone that evening of the circumstances of the injury. After applying first aid, the staff members will immediately report any injury, medical or dental, that might require outside treatment to the director who will immediately notify the parent. If the director is not available, the staff member will notify the parent. An automated external defibrillator (AED) is located in the narthex and several staff members are trained in its use. In the event of a life threatening emergency, 911 will be called to activate the local James City Emergency Responders prior to calling anyone else. Parents will then be notified of the emergency and the condition of the child. Parents/Caregivers will give the school Emergency Transportation permission. James City Emergency Responders transport to the nearest appropriate medical facility, usually Williamsburg Regional Medical Center. Teachers/school staff will fill out an accident report on Tadpoles for any accidental injury happening here at King of Glory.

**Reporting Abuse and Neglect**

Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect. All staff receives training in identifying and reporting suspected abuse or neglect. Child Protective Services (CPS) will determine appropriate action and may conduct an investigation. CPS will determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child’s needs are met. King of Glory will cooperate fully with any investigation and will maintain confidentiality concerning any report or child abuse or neglect. Our foremost concern is always the protection of the child.



## **Concussion Policy**

What is a concussion ?

A concussion is a brain injury and all brain injuries are seizures. It is characterized by an onset of impairment of cognitive and / or physical functioning and is caused by a blow to the head, face or neck, or a blow to the body that causes sudden jarring of the head. A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long—term future of the injured individual.

***What are the signs and symptoms of a concussion?*** \*adapted from the CDC

### Signs Observed by Teacher / Staff

- Appears dazed or stunned
- Is confused about basic directions
- Forgets instructions and answers questions slowly
- Loss of balance/coordination
- Shows mood, behavior, or personality changes
- Can not recall events prior to fall / hit
- Cannot recall events after hit / fall.

### Reported from Child

- Headache
- Nausea/vomiting
- Sensitivity to light or noise
- Double vision
- Irritability
- Not “feeling right”

At King of Glory school if a child has a hit or bump on their head the staff will:

- ⇒ Monitor the student.
- ⇒ Notify the parent (pick up is optional) via Tadpoles Incident Report or by calling contact number listed on enrollment forms

If the student develops any of the above signs or symptoms the staff will:

- ⇒ Report those to the parent.
- ⇒ Child must be picked up from school



## **Hand Washing**

Hand washing is an important part of our day at King of Glory. Children will be asked to wash their hands throughout the day. Please support our efforts to maintain a healthy environment by teaching your children the following hand washing procedure:



Common times for hand washing:

- Upon arrival
- Before meals/snacks
- After using the restroom/blowing nose
- Before using the water table

## **Toilet Learning**

Learning to control one's bodily functions is a childhood rite of passage, and it is no small concern to all the adults in a child's life—at home and at school. In our environment, a family/teacher partnership that supports the child is the most important factor in making this experience successful and as low-stress as possible. There are different views on the process of toilet learning, and every culture approaches it differently. Research indicates that young children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Thus, toilet learning is generally most successful when it is started around that age or later. Most positive toilet learning only occurs after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest or curiosity in the process. King of Glory School's toilet learning procedures follow the recommendations of the American Academy of Pediatrics and state regulations. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

The following guidelines will be followed:

- Children must be supervised during toilet learning and will be encouraged for their efforts and accomplishments.
- Toilet learning shall not be coerced. The individual developmental abilities of each child will be considered.
- Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide sufficient extra clothing for their children to change into in the event of a toileting accident.

- Any extra clothes that are worn home should be replaced.
- Families will be kept advised of their children's progress.

### **Diapering**

*\*For King of Glory's One and Two year old program*

Children's diapers will be checked at least every two hours. Parents are responsible for providing diapers and wipes.

Diapers will be changed:

- Upon awakening and when soiled or wet
- Consistent with children's physical and emotional abilities.
- In compliance with State regulations
- Every two hours

### **Clothing**

Please dress your child in comfortable shoes and play clothes that allow for freedom of movement. Shoes should be strapped, buckled or tied to the foot. Flip flop shoes are **not appropriate**. Being a King of Glory School student means getting involved in activities that are sometimes messy. Please make sure the clothes worn to school are washable. An extra set of clothes, including underwear and socks, is to be kept at School in case a change is ever needed.

Children are encouraged to dress themselves. Getting clothes on and off is a learning process that should give a feeling of success rather than one of frustration. Please consider your child when buying coats, jackets, shoes, pants etc. with difficult zippers, buttons, and buckles.

### **Outdoor Play/Weather**

Outside time is important part of our curriculum. Children need to be outside daily. Even when it is cold, children need to work their large muscles, release energy, and get some fresh air. Medical experts say that being outside, even on a cold day, is better for children than spending the whole day in a warm room exposed to everyone's germs. Because of licensing requirements and staff/child ratio issues, we are not able to keep individual children inside while his/her class is outside. If a child is well enough to attend the school, he or she needs to be able to participate fully in the day's activities, including going outside.

The following guidelines determine whether or not the children are taken outside to play:

- Children will go outside every morning and afternoon according to each classroom's regular schedule, provided it is 32°F or higher.
- On cold days children should be sent to the school with a warm coat, hat, and gloves or mittens. They will bundle up when they go outside. If the temperature is below 32°F or greater than 90°F, and/or in the event of rain or snow, the children will only be outside for 15 minutes at a time. Teachers are asked to use discretion and consult with administrative staff if they have questions regarding whether or not children are to go out on a particular day
- Air quality conditions that pose a significant health risk will be identified by announcements from local health authorities or through ozone alerts. Such air quality conditions shall require that children remain indoors where air conditioners ventilate indoor air to the outdoors. Children will not play outdoors when local health

authorities announce the air quality is unhealthy. (please refer to chart at the end of the family guide)

- Children will be protected from the sun by using shade. You must provide appropriate sunscreen for your child (ren). If you would like the staff to administer sunscreen, please complete the Medication Consent Form. During physical activity in warm weather, children will be well-hydrated and given the opportunity to drink water before, during, and after the activity.
- Appropriate clothing for hot weather is encouraged.

### **Cleaning**

School Staff will follow the cleaning chart given to them for cleaning toys/materials in their room. All mouthed toys will be disinfected immediately.

### **Ratios and Supervision**

At King of Glory we insure that the children are supervised at all times. Infants and toddlers are supervised by sight and sound at all times. The staff-to-child ratios must be maintained at all times, including transition times, field trips, and outside play. Our ratios are as follows:

12-18 month olds	1:4 Ratio
18-36 month olds	1:6 Ratio
3 year olds	1:10 Ratio
4 and 5 year olds	1:10 Ratio

## **Birthdays**

Every child will celebrate his/her birthday in class, even children with summer birthdays. Your child's teacher will coordinate with you to set the date of the celebration. We strive to celebrate birthdays in meaningful, developmentally appropriate ways. Please speak with your child's teacher to find out their birthday rituals.

## **Field Trips**

Some field trips are simply nature walks on the church property. Other field trips will involve volunteers who drive children in their own cars to Williamsburg area locations. No child may go on these field trips without prior signed written permission of a parent or guardian. All volunteers who drive must be at least 21 years of age have proof of a valid driver's license, current liability insurance, a current inspection sticker, vehicle registration, and a cell phone to call in an emergency. You will be asked to furnish this information on your child's field trip permission slip.

All children under age eight are required to use a child restraint device that meets the standards adopted by the US Department of Transportation and the Commonwealth of Virginia. All children must sit in the vehicle's back seats with proper restraints.

If a vehicle should break down while on the trip, a call should be made to the King of Glory Preschool Office and someone from the management staff will make arrangements to pick up the children and transport them back to the school.



## Meals and Snacks

We encourage all families to provide healthy meals and snacks for their children. Good nutrition is essential to children's growth and development, academic performance, and self-esteem. Suggestions for healthy meal components:

- Fresh fruits and vegetables (cut into small pieces to prevent choking and washed before serving) - including applesauce, fruit cups, or dips for vegetables such as hummus, salsa and bean dip.
- Whole grains: tortilla chips, granola, cereal bars, crackers, breadsticks and bagels.
- Low-fat dairy foods: yogurt, cheese sticks, cottage cheese and cream cheese.
- Other: raisins, cranberries, soy butter and sunflower butter sandwiches.

Products containing peanuts are not permitted at school (including granola bars, peanut butter, etc.). Children who bring in food containing peanuts or a food that is high in sugar (such as candy) will be provided a substitute snack and staff will send a reminder home to parents about providing healthy snacks.

All shared food items must come to school in the original container with ingredient list.

All food (snacks and lunch) should be labeled with the child's name and date.

NLSA Guidelines recommend not serving the following foods to children under 4 years old: Hot Dogs (whole or sliced), nuts, whole grapes, popcorn, raw peas, hard pretzels, spoons of peanut butter and chunks of raw carrots.

## Kid's Healthy Eating Plate



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## School Policies and Procedures

### **Non Discrimination Statement/Confidentiality**

King of Glory School provides full-day and part-day care to children between the ages of two and five without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, medical condition, or any other consideration made unlawful by federal, state, or local laws.

The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. The law covers children with disabilities seeking reasonable accommodations in a preschool, as well the parents/guardians served. King of Glory will conduct an individualized assessment of the particular needs of a child and family and engage in an interactive dialogue with parents, teachers and medical professionals. The dialogue will serve to identify reasonable accommodations to safely integrate the child into the program, to the extent of his/her capabilities, and give the family full participation in our programs to the extent feasible.

Any information regarding a child, a child's family, or other matters discussed with school staff will be held in the strictest confidence. All health and safety files are confidential but are available immediately to administrators and teaching staff who have consent from a parent or legal guardian to access the records, the child's parents or legal guardians, and any regulatory authorities .

### **Research Conducted in the School**

Occasionally, King of Glory will authorize research at the school. This increases our collective knowledge about children and their development and/or assists in training professionals in careers in early childhood education or related fields. King of Glory requires the written informed consent of parents/ guardian if research will be conducted in a classroom.

### **Late Pick Up**

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick up should be considered an unusual occurrence. Please allow enough time to arrive at the center, pick up your child, and leave the school by closing time.

A late fee of \$2 per minute will be charged if a child is picked up after their schedule dismissal time.

**No child will be released to another adult unless we have written permission from the parent or guardian.** Parents and legal guardians will be given a color-coded card to use as identification when picking up children. Authorized adults other than the parent and legal guardian, may also need to show picture identification in addition to having the color-coded card.

### **Inclement Weather Policies**

We make every effort to remain open during inclement weather. Our goal is to make sound decisions based on the safety of families and staff. We make every effort to communicate a decision to close or delay opening as quickly as possible. There are many ways to learn about King of Glory School closings or delays including the King of Glory Facebook Page, an email blast from your classroom teacher, or a text to the entire school through Tadpoles.

### **Closing Make Up Policy**

After being completely closed for three days in a school year, King of Glory School will make up any **additional days** that we are completely closed. Note: Completely closed days do not include 2 hour delay or early release days when part of our program is not completely closed.

### **Program Placement**

Children are placed in programs based on a combination of their developmental and chronological age as well as space availability. State regulations classify the specific age range and the number of children that may be enrolled in each program/classroom.

### **Regulatory Agencies**

Regulatory agencies may review your children's record in order to ensure the school has filled its requirements. All information in the record is kept confidential. King of Glory is required to have a copy of all state regulations available. These regulations are available to all parents.

### **Classroom Observation**

As part of the schools activities, outside child care professionals not employed by King of Glory may observe children in their classrooms from time to time. If this occurs the families in that classroom will be notified and the confidentiality of child information will be maintained. In addition, teacher candidates may spend supervised time in the classroom with our staff as part of our hiring and/or training process.

