

TABLE OF CONTENTS

MISSION STATEMENT	3
OPERATIONAL POLICIES	3
A. Age Child	
B. Days and Hours	
C. Arrival	
D. Pick-Up	
TUITION, TAX I.D. & PAYMENT INFORMATION	4-5
A. Registration/Activity Fee	
B. Online Payment	
C. Late Payment	
D. Tax I.D. Number	
E. Fee Refunds	
STAY & PLAY (2:00 pm – 3:30 pm)	5-6
A. Extended Hours	
B. Stay & Play Program	
C. Stay & Play Staff	
D. Stay & Play Reservations	
E. Stay & Play Fees	
REGISTRATION & MEDICAL INFORMATION	6-8
A. Online Registration/Emergency Medical Release	
B. Medications	
C. Health/Illness Policy	
D. Allergy Policy	

ILLNESS & TOILET TRAINING POLICIES	7-8
A. Sick Child Defined	
B. Fever	
C. Ill Siblings	
D. Toilet Training	
INCLEMENT WEATHER POLICY	8
CURRICULUM	9-11
Scheduled Activities	
A. Monthly	
B. Daily	
1. Activity Time	
2. Blocks	
3. Puzzles and Manipulatives	
4. Books	
5. Nature	
6. Art	
7. Chapel	
8. Circle Time	
9. Music/Library	
10. Computer	
11. Outside Play	
12. Lunch Time	
13. Rest Time	
GENERAL INFORMATION	12-14

***Any policy could change due to COVID-19. Thank you for your understanding.**

PURPOSE AND VISION

The purpose of the Kids at the Cross Weekday Preschool program of Church at the Cross is to provide care, education and development for each child enrolled to enable them to reach their full potential spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with the Christian principles of Church at the Cross. Our vision is to help the children encounter Jesus by showing and telling them about the saving, life-changing message of the gospel. We value children as people in need of a Savior, so we center our environment on the gospel of Christ. We strive for each child to experience God's love for them through loving relationships and happy times at school.

OPERATIONAL POLICIES

Age of child:

Our program is for children ages 1 year through Pre-K/TK (5 years). Exceptions may be made for staff member's children.

Days and Hours:

Kids at the Cross Weekday Preschool will operate every Tuesday and Thursday from 9:00 a.m. – 2:00 p.m. Our Stay & Play Session is from 2:00 to 3:30 pm.

Arrival:

We use the Brightwheel App for checking in and checking out our students. The car line will be used for 3's, PreK and TK. (Please see the Car line procedure on our website for details) 1's and 2's are dropped off in their classroom. Children are to arrive no earlier than 8:55 a.m. and no later than 9:30 a.m. We ask that you do not arrive before 8:55 a.m. so the teachers can be properly prepared for the start of your child's day. ***We also request that you not bring your child any later than 9:30 a.m. as this disrupts the start of your child's day.*** It is to your child's advantage to be on time, as they miss out on planned activities if they are late.

Pick-up:

Please check out your child using the Brightwheel App. If someone other than you is picking up, please have them download the Brightwheel App so they can check out your child. You may need to tell the office to add them on the app as an alternative pick-up person. Pick-up time for our regular Kids at the Cross day is 2:00 p.m. Please see our Pick-up procedure on our website www.katcpreschool.com for our current pick-up procedure.

TUITION

Our tuition is based on an annual fee divided into nine equal monthly payments. Thank you for being diligent in paying your tuition on time. Your promptness allows us to meet our monthly financial obligations. We are unable to offer discounts for siblings or early payment at our preschool.

MONTHLY TUITION RATES

	Tuesday and Thursday
One's through Three's	\$240 per month
Pre-K & TK (4's and 5's)	\$250 per month

Registration/Activity Fee

A non-refundable registration/activity fee of \$185 per child is payable upon enrollment. This one-time fee is non-refundable and guarantees your child's place in our program. This fee covers all activities and supplies for our Kids at the Cross year. This fee does not apply toward your first monthly tuition payment. Your monthly tuition will remain the same amount each month as it has been amortized over the entire year. Payment is due by the 5th of each month. After this time, the late fee will be \$10.00 will be charged.

Online/Auto Payments: All preschool tuition payment is paid through the Brightwheel app. You will need to set up the billing area in the app and can add your bank information or use a credit card for payments. The option of auto pay is available or you will receive a monthly invoice.

Late Payment Due: Payment is late after the 5th of each month. A late fee of \$10.00 will be charged after this time and you will receive an invoice through Brightwheel. You are paying for the space reserved, not the child's attendance. Payment in advance by month, semester, or even school year will be accepted. Please reach out to the office if you have questions.

Tax I.D. #: For the church/preschool is: 75-1104-171.

Fee Refunds: *Any child withdrawing from the program must give two weeks notice prior to withdrawal. Otherwise, payment for two weeks tuition will be required. Please notify the office immediately.* This fee is necessary as space has been made available for your child in his or her class. Your fees are budgeted to pay the salaries of the teachers hired based upon the teacher/child ratio of each class.

STAY & PLAY ~ EXTENDED HOURS: ~ 2:00 – 3:30 pm

Stay & Play Program

We offer an exciting option to parents for their child/children who are enrolled in Kids at the Cross Weekday Preschool called, Stay & Play. This will be an extended time of fun activities rotating between crafts, outdoor play on our play park, indoor play in, occasional movies, games, etc. We also provide an additional snack during this session. This option is provided to enable parents to pick up siblings, run errands, shop a little longer, etc. while your child enjoys further play with other children. We want this to be an experience that your child will look forward to.

Stay & Play Staff: Our extended hours are supervised by our very competent Kids at the Cross employees. It may be that it is not your child's regular teacher, but they will quickly fall in love with their Stay & Play teachers. Your child will also have the chance to get to know other children in our program who are not in their regular class. We will group appropriate ages together and will maintain a safe ratio of child vs. teachers.

Reservation for Stay & Play: We use a google form to make reservations for Stay & Play. The form can be found on our website under the "Stay & Play" tab. Once you register for the whole year, you don't have to register again. If you need to reserve for the day of, please email maryellen@churchatthecross.com or call our office by 10:00 am. Children needing to stay the day of will be accepted as long as there is room. If you don't have room that day, you will receive an email back letting you know!

FEES FOR STAY & PLAY: Stay & Play fees are \$12.00 per day for the hours from 2:00 – 3:30 pm.

Payment: You will receive a bill through Brightwheel at the end of every month for the days your child used Stay & Play.

Cancellations: No refunds will be given for Stay & Play due to staffing commitments. When a child is absent, we are unable to transfer reservations since we reserved staff and have to follow through with payroll commitments.

STUDENT PERSONAL INFORMATION

Registration: Upon online registration, a parent must complete all information including allergies, doctor's name, emergency phone number, immunizations records, etc. The Emergency Medical Release is the last part of the Parental Agreement Form located online when you register and is very important. This requires a parent's or guardian's virtual signature for emergency treatment. In case of accidental injury, we will immediately attempt to contact a parent. If necessary, we will call an ambulance. The director or an assistant will be in charge and will make all decisions about the care of the child. Parents will be expected to assume responsibility for any resultant expense. ***All Kids at the Cross Weekday Preschool teachers are CPR Certified.***

Medications:

The director or office staff will administer all medications after a release form is completed by the parent/guardian. All medications need to be in the original containers and brought to the KATC office. ***Do not leave in child's backpack. The exception to this rule are Epi-Pens. They will be kept with the teacher at all times in case of an emergency. Teachers are trained to administer them.***

Health/Illness:

Your child's health is a matter of utmost importance to us; however, we can only accept well children at school. We depend on you, as parents, to help us maintain this policy for the well being of all of our children and staff.

If symptoms of illness are observed, the child will be sent home. If a child should become ill during the day, you will be notified. The child will be isolated and provided with care. You will be expected to pick up your child promptly. Please make sure that we will be able to reach you!

Allergy Policies:

Peanut Allergy Rule

We are a **PEANUT FREE** facility. No peanut products will be allowed in lunches, birthday treats, snacks, etc. Please help us enforce this rule to keep all our children safe while at school. You may bring almond or cashew butter but please write on the bag what kind it is so our teachers won't have to question if

it is peanut butter. We will provide an allergy sheet for you to list any other allergies we should be aware of at the beginning of the year.

Allergies Diagnosed During Our Preschool Year:

If your child develops an allergy during the year, please inform the Kids at the Cross office immediately, and we will notify their teachers.

ILLNESS & TOILET TRAINING POLICIES

Please keep your child at home if he/she has:

- fever or has had one during the previous 24-hour period;
- a cold or heavy nasal discharge;
- a constant cough;
- been more fussy or cranky than usual;
- vomiting and/or diarrhea (even associated with teething or medication);
- a sore throat;
- any symptoms of childhood diseases such as: chicken pox, strep throat, flu, scarlet fever, measles, etc;
- pinkeye or other eye infections (all eye infections are very contagious; plus the child must be on medication for 24 hours prior to returning.
- any communicable diseases
- any unexplained rash, skin infection, boils, ringworm, impetigo, etc.
- exposure to COVID-19 or a positive test result

FEVER:

We require that a child be free of fever, vomiting and/or diarrhea for 24 hours before returning to school. When in doubt, please apply the GOLDEN RULE.

SIBLINGS WHO ARE ILL:

When dropping off your well-child, please do not bring siblings who are ill into our building. Feel free to call the office at 817-421-5437, and we will meet you in our circular drive to take your well-child to their class. We work very hard to prevent illness from spreading amongst our students and staff. THANKS!

TOILET TRAINING:

We do not require children to be bowel and bladder trained before attending Kids at the Cross Weekday Preschool. We understand that children develop on an

individual basis. If a child is not safely trained without accidents, we do require pull-ups. We appreciate your diligence in this matter. Staff will be happy to work with you to encourage your child in a positive manner. *We do not have restrooms in the one-year-old classes on the 2nd floor so please try to hold training until summer if they are in this class.*

INCLEMENT WEATHER

Kids at the Cross Weekday Preschool will follow the Grapevine-Colleyville Independent School District for closings due to ice or snow. There is no reduction in tuition for bad weather. Also, we are not required to have make-up days for any absences due to inclement weather. In the event the school is delayed, we will begin at 11:00 a.m. in order to give our staff with children time to get them to school. **THIS ONLY INCLUDES DELAYS FOR INCLEMENT WEATHER.** We do not follow GCISD regarding other delays. Please check your local Channel 5 news station for school closing announcements. You can also follow GCISD on social media sites. You'll get a brightwheel message from your teachers as well.

Note: We will contact parents in the event that inclement weather should cause an early pick up time.

CURRICULUM

Our teaching staff is dedicated to making Kids at the Cross Weekday Preschool a positive experience. We want to meet the spiritual, emotional, mental, physical and social needs of your child in a warm and loving environment. Our classrooms are arranged into play-learning centers where children can make choices for individual and small group activities. We have a well-planned curriculum that provides a teaching topic for each week around which we organize activities. A variety of curriculum is utilized for academic focus in the Pre-K and TK classrooms. Our goal is to build upon the developmental foundations of trust, independence and initiative so that each child will feel good about himself and his world. Please feel free in offering us any suggestions as we work with your child.

SCHEDULED ACTIVITIES

MONTHLY: Your child will review colors, shapes, scriptures, finger plays and science experiments on a monthly basis. The teachers are required to incorporate these into their monthly lesson plans.

DAILY:

Our daily schedule will include the following:

Activity Time:

Children will be provided a variety of experiences and offered choices in the following centers: home living, blocks, puzzles, nature, music and art. This is the perfect setting for your child to learn to share, plan, work, think and reason while he/she plays with others.

Blocks:

The block center provides opportunities for children to work together to use their large muscles, and to orchestrate their own ideas.

Puzzles and Manipulatives:

This center gives children practice in hand-eye coordination and provides opportunities to work alone or together to solve problems.

Books:

This center helps children gain more awareness of people and the world around them. Of course, the children have exposure to books in library time, but the teachers will expose the children to a variety of books in their classroom as well.

Nature:

The nature center provides opportunities for children to use their five senses and discover the world that God created.

Art:

This center may include activities such as easel painting, finger painting, cutting/pasting, play dough, etc., and provides children with a sense of achievement, while developing self-confidence. We allow the child to create their own projects.

Chapel (2A and older)

Includes songs and Bible stories on the life of Jesus and famous people of the Bible. This is a fun time of praise led by the director and the music teacher.

2023-2024 Parent Handbook

Stories and scriptures are reviewed, and your child feels a personal reward as they begin to see God's plan from the beginning to the end and how much Jesus loves each of them individually. We love chapel at Kids at the Cross!

Group Time/Circle Time:

Group time will be for instruction, stories, games and sharing experiences. This is an important time for your child to learn self-control while participating and learning amongst their peers.

Library:

Kids at the Cross promotes the love of books and reading to our kiddos. Students will enjoy visiting the library and experiencing a fun and interactive story time.

Music:

The children will enjoy singing, listening to recordings, movement to music and developing skills while in playing simple instruments. Our two-year-old classes will participate in a morning Christmas Program. Our three's, Pre-K and transitional kindergarten classes will participate in a morning Spring Showcase.

Snacks: An approved snack and a cup of water will be provided each day during our school. Parents will sign up for their turn to bring snacks for their child's class on an as needed basis. An additional snack will be provided at Stay & Play (2:00 – 3:30 p.m.) (Parents will be notified about allergies in the class)

Outside Play:

A beautiful fenced outdoor play area is provided for supervised play. We play outdoors whenever the weather is nice, so please send jackets on cool days. Children will go on nature walks, enjoy drawing with sidewalk chalk, and various other activities outdoors.

Rest Time:

The babies through three-year-olds are required to have a rest time. We want this to be a positive and restful time for your child. Soft music will be played while the children rest. The length of rest time will vary according to age groups. Children are not required to sleep but must lie quietly so as not to disturb other children who are sleeping. *Children should bring nap mats or a blanket or towel. They may also bring whatever security item they choose to sleep with. We want this to be a positive experience for your child.* **Note: Our Pre-K and Transitional Kindergarten classes do not have a rest time in order to provide more time for academics.**

GENERAL INFORMATION

No Field Trips.

We do not take field trips, but we will have many special visitors and activities on our property. God has truly blessed us with this beautiful property for the children to enjoy.

Special Days:

What great fun! There will be an exciting thematic day each month. These vary from year to year. Some might include: Western Day, Drive-In Movie Day, Pajama Day, Pastries for Parents, etc. Your child will have a blast!

Birthdays:

We celebrate birthdays at Kids at the Cross. This day is very important to the children and we want to honor them. We provide birthday crowns for each child and special recognition for all children. Parents may bring a small **STORE BOUGHT PEANUT FREE** hand held treats for their child's birthday if desired. These should be clearly labeled as being produced in a peanut free facility. No homemade items will be accepted. Cookies make great treats for younger children. Please bring small treats without too much icing! We also designate a day to honor summer birthdays!

Holiday Parties: We will have planned parties at the following times: Thanksgiving, Christmas, Valentine's Day & Easter. Parents are welcomed to attend, but it tends to upset the younger ages when parents visit and then leave. You can discuss this with your teachers.

Schedules:

Schedules will be posted on our website under Important Parent Documents. Please realize that schedules may vary from time to time in order to accommodate the children's needs that may arise. Schedules can also vary on our "special days."

Clothing: Please dress your child in appropriate clothing for "PLAY." Select clothing that is free from complicated fastenings. Infants and toddlers should wear clothing that unsnaps completely without removing shoes or garments. Closed-toe shoes are more comfortable on the playground. ***All children must have a complete change of clothing in their bags every day. Accidents do happen! Please be sure all items of clothing, backpacks, lunchboxes, etc. are labeled.***

Items To Bring To School:

You will find a list of what to bring on our website: www.katcpreschool.com under Important Parent Documents. Each classroom teacher will give you a list of suggested items to bring to your child's class. Your child will be allowed to bring stuffed animals or security items for naptime. These are to be left in their backpack until their rest time.

Personal Toys:

We suggest that you leave your child's toys at home or in the car with the exception of a naptime security item. The other children find it too difficult to understand why the child who brought the toy does not have to share his or her toy. *We cannot be responsible for personal toys, special blankets or irreplaceable items. Toy guns or weapons are never allowed at KATC. If brought to school, the staff will take them to the director's office.*

Changes in Personal Information:

Please keep the office informed with updated information such as new phone numbers, change of address, new people allowed to pick up your child, etc.

Notes/Communication:

Brightwheel app is a great tool for communication. Please text teachers on this app and not on their cell phone number. Please check your child's folder daily. We will send important notes home to remind you of upcoming special events. You may call a conference if needed with your child's teachers or the director. Reminders will be on the Brightwheel app as well.

Discipline and Guidance:

Children will be disciplined in a consistent, loving manner while we strive to teach self-control and Christian attitudes. Discipline will be based on an understanding of the child's needs and development. In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate actions acceptable for certain levels of growth, channel actions whenever necessary and stop any behavior that interferes with the learning activities of the child or class. If a child refuses to cooperate with the teacher, they will be taken to the director's office. You can be assured that we will keep this very positive. The director will talk to the child and pray with them. They will sit in time-out if needed. They will be required to apologize to their teachers. Our goal is to show each child that God loves them and forgives them when they disobey. We try to encourage the child by praising good behavior. We report any problems to the parents.

Dismissal of a child:

Kids at the Cross Weekday Preschool reserves the right and privilege to dismiss any child, if after entering, he/she seems unable to participate in group experiences or fees have not been paid. However, our program promises to keep parents well informed to prevent this type of situation from occurring. We feel extremely blessed to have each child involved in our program and pray this never happens.

It is unfair for one child to negatively affect the experience we are striving to offer each child in the classroom. PLEASE COMMUNICATE WITH THE DIRECTOR so we can create the most positive environment for everyone. The parents must communicate well with the director and the teachers in order to equip the child with the social skills they need.

NOTE

Students of any race, color, or ethnic origin are entitled to all of the rights, privileges, programs and activities made available by our weekday program. We do not discriminate on the basis of race, color or ethnic origin in the administration of our policies. This program, however, reserves the right to first admit children of its own congregation in line with its normal registration policies.

Jesus said, "Let the little children come unto me."
Matthew 19:14