

# The King's Preschool

"Where the Bible, Learning, and Fun Come Together!"

Kathryn Dunkerton & Cristina DeLaRosa, Co-Directors/Teachers



## Parents' Handbook

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[www.the kings preschool.org](http://www.the kings preschool.org)

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

Previously known as the Kenilworth Gospel Chapel Preschool, this preschool program has been in existence since 1979. We are a Christian based, cooperative educational preschool program licensed under the New Jersey Department of Children and Families. We aim to incorporate Biblical truths with our preschoolers' everyday curriculum.

The King's Preschool operates under the sponsorship/ownership of Mr. John Hanke, Mr. Gregory Dunkerton and Mr. Scott MacKenzie, elders of the Kenilworth Gospel Chapel.

Our directors/teachers, Kathryn Dunkerton and Cristina DeLaRosa, are active members of the Kenilworth Gospel Chapel (KGC). Mrs. Dunkerton has been an active member since 1997. She has her Bachelor's Degree in English Literature and her previous experience has been as a middle school and high school teacher. Mrs. Dunkerton has her NY & NJ State Teacher's license in English. She is currently a Sunday School teacher at KGC for our 1<sup>st</sup> and 2<sup>nd</sup> graders. For the past several years, she has also volunteered as a group teacher for a Bible club (AWANA) for 3 and 4 year olds at Woodside Chapel in Fanwood, NJ. She is married and is the mother of three children.

Mrs. DeLaRosa has been an active member of KGC since 1998. She holds her Bachelor's Degree in Psychology and her previous experience is as a social worker for foster care and adoption in the 5 boroughs of New York City. She has also worked in the Human Resources Department of the Cerebral Palsy Association of Middlesex County responsible for hiring special education staff for the Lakeview School in Edison, NJ. She is a Sunday School teacher for 3<sup>rd</sup> and 4<sup>th</sup> graders. For the past several years, she has also volunteered as a group teacher for a Bible club (AWANA) for 3 and 4 year olds at Woodside Chapel in Fanwood, NJ. She is married and has 2 children.

Our goal at The King's Preschool is to provide a loving and caring environment in which our students are encouraged to develop intellectually, physically and spiritually. It is our desire to provide the most natural and rewarding transition from home learning to school learning, using the Bible as the foundation for our students' development.

This handbook is designed to familiarize you with our policies and procedures under which our preschool operates. Many of our rules and regulation are New Jersey State required in order to be a licensed preschool facility. You can view the Manual of Requirements published by the Bureau of Licensing at any time in the preschool's office.

This handbook will serve as a reference guide to our rules, regulation and policies. We have an open door policy. Always feel free to direct any questions or comments to the directors. A concern of yours is a concern of ours! We look forward to a wonderful year!

The King's Preschool

## Parental Information

The King's Preschool is required to be licensed by the New Jersey Department of Children and Families (NJDCF). A copy of our license is posted just inside the entrance of the preschool.

We are also required to keep a copy of the Manual of Requirements for Child Care Centers. This manual specifies the official licensing regulation as required by New Jersey State. If you would like to review our copy, please feel free to ask one of the directors. Parents can also obtain their own copy of the Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing the request to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We welcome and encourage parents to discuss with us any questions or concerns about the preschool's policies and procedures. We will be happy to schedule a convenient opportunity for you to review and discuss any concerns you may have.

As per the Manual of Requirements, our preschool must have a policy concerning the release of children to parents or persons authorized by the parent(s) to be responsible for the child. You will need to specify who will be responsible for your child's dismissal from the preschool.

The preschool must have a policy for the administration of medications and health care procedures and the management of communicable diseases. Working together, we can make sure that your children are kept healthy.

The preschool must have a policy concerning the expulsion of children from enrollment at the preschool. Please review this policy so as to work together to keep your child thriving at our preschool.

Parents are entitled to review the preschool's copy of the Office of Licensing's Inspection/Violation Report for the preschool, which are issued after every NJ State licensing inspection of our preschool. Let us know if you wish to review them and they will be made available to you.

Our preschool must cooperate with all NJDCF inspections/investigations. NJDCF staff may interview both staff members and children.

Our preschool must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage parents to review our discipline policy and discuss with us any questions you may have.

Our preschool must post a list or diagram of those rooms and areas approved by NJDCF for the children's use. Please address your questions or comments about the preschool's space with the directors.

Our preschool must offer parents of enrolled children the opportunity to assist the preschool with licensing requirements and to participate in and observe the activities of the preschool. Since our preschool is a cooperative program, parents are required to assist the teachers approximately once a month for the 2 ½ hour preschool day.

Parents of enrolled children can visit the preschool at any time without having to secure prior approval from the directors.

Our preschool must inform parents in advance, of any field trips, outings or special activities away from the preschool facility. The preschool must obtain written consent from parents allowing their children to attend such outings.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey relay operator and ask for (609) 292-7701, or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items in the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm). Internet access may be available at your local library. For more information call the DLPS, DCA, toll free at 1-800-242-5846.

Any one who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not is required by state law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

## The King's Preschool Philosophy

The King's Preschool is dedicated to serving families with young children. We believe that young children benefit from an environment in which they have significant interaction with Christian adults as role models and who provide a learning program relevant to each child's spiritual, intellectual, physical, emotional, and social needs. The members of the staff are committed to providing an atmosphere of personal warmth and supportive love, which stems from a love for our Lord Jesus Christ and a love for the children.

The King's Preschool believes in the involvement of families in the day-to-day program. We believe that parents are the primary teachers and role models for their children. Our purpose is to compliment what parents do. We are a cooperative program.

### Program Requirements

The daily program for the three-year-old and the four-year-old classes are similar in many ways. As mandated by the State of New Jersey, they include the following types of activities: language, science, math, manipulatives, large muscle building, art, music, and dramatic play.

Our objective is to give our students a diverse array of experiences within a Christian atmosphere that will help prepare them for kindergarten, elementary school, and other social and educational settings.

Since The King's Preschool is a cooperative program, parents and/or guardians will be required to volunteer their time approximately once a month in their child's program. In accordance with New Jersey State requirements, any adult working within the preschool program must complete the Criminal History Record Information (CHRI) fingerprint background check and a Child Abuse Record Information (CARI) background check to determine whether a person has been convicted of a crime and/or whether an incident of child abuse and/or neglect has been substantiated against any such person. The King's Preschool will pay for and mail in the completed CARI form.

### Tuition, Fees and Payment Schedule

Registration Fee: A non-refundable enrollment fee of \$50.00 annually per student must accompany the registration form.

Tuition for 3-year-old program: \$175.00 per month due on the first school day of each month. September and June are half months; therefore tuition for these months will be \$87.50 per child.

Tuition for 4-year-old program: \$195.00 per month due on the first school day of each month. September and June are half months; therefore tuition for these months will be \$97.50 per child.

Late Tuition: \$15.00 will be charged for tuition received later than seven (7) days from the due date.

Returned Checks: \$30.00 fee

Late Pick-Up: \$10.00 will be charged if your child is left after school longer than 15 minutes without prior emergency notice.

No-Show Co-op Parent Fee: \$40.00 will be charged if a parent/guardian does not show up for their scheduled co-op day. This fee will cover the cost of calling in a substitute teacher to cover the class. If you are not able to make your scheduled co-op day, it is your responsibility to contact another preschool parent to switch co-op days with you.

### Program Schedules

The Preschool will be open according to the following times:

3-year-old class: 9:00 a.m. – 11:30 a.m.      Tuesdays, Wednesdays, and Thursdays

4- year-old class: 9:00 a.m. – 11:30 a.m.      Tuesdays, Wednesdays, Thursdays, and Fridays

### Admission Policy

Equal Opportunity for Students: The King's Preschool admits and does not discriminate in administration of its educational policies on the basis of sex, race, color, religion, national and ethnic origin.

Children of The Kenilworth Gospel Chapel congregation will be given priority for admission to The King's Preschool. Families that have siblings attending The King's Preschool will also be given priority. All other potential students will be taken on a first come/first pre-registered basis.

Admissions Requirements: Students must be 3 or 4 years old by the cut off date of the school district in which they reside. Students in the 3 year-old-class will not be promoted to the 4 year-old-class mid-year regardless of birth date and/or ability. We strictly adhere to each individual school district cut-off date. Cut-off dates are as follow: Kenilworth, Cranford & Roselle is October 1<sup>st</sup>; Roselle Park is October 31<sup>st</sup>; Union is September 30<sup>th</sup>.

Forms: The following forms must be completed in their entirety prior to admission to The King's Preschool, as mandated by NJ State Department of Children and Families:

1. Registration Form
2. Health Form
3. Immunization Record
4. Co-op Parents CARI Form
5. Co-op Parents Fingerprint Form

According to NJ State Law, a child is not allowed to attend school without completed health forms.

### Health Policies

Required Physical Examination: Each child is required to have a physical examination by a doctor within one year prior to admission to The King's Preschool. Immunizations must be up-to-date and appropriate to the child's age including DTP, Polio, Measles, Mumps, Rubella, and Haemophilus B (HIB). A tuberculin test is also required (Mantoux). In addition, all students must receive an annual influenza vaccination by December 31<sup>st</sup> of the same school year.

When to Keep a Child Home: A child should be kept at home if, during the previous 24 hours any of the following symptoms have been observed:

1. Elevated oral temperature of 101.6 degrees Fahrenheit or over an axillary temperature of 100.5 Fahrenheit or over in conjunction with behavior changes;
2. Sore throat or running nose or severe coughing;
3. Yellow eyes or jaundiced skin;
4. Red eyes with discharge;
5. Infected or untreated skin patches;
6. Difficult rapid breathing;
7. Skin rashes lasting more than one day;
8. Weeping or bleeding skin lesions that have not been treated by a physician or nurse;
9. Swollen joints;
10. Visibly enlarged lymph nodes;
11. Stiff neck;
12. Blood in urine;
13. Severe pain or discomfort;
14. Acute diarrhea characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours; or
15. Two or more episodes of acute vomiting within a period of 24 hours.

A child exhibiting any of these conditions upon arrival at school or during school 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. Once the child is symptom free, or a licensed physician indicates that the child poses no serious health risk to him or herself or to other children, the child may return to the school.

Communicable Diseases: Children having communicable diseases may not attend school until a licensed physician indicates return to school is appropriate. Notify the school immediately if a child is diagnosed as having one of the following communicable diseases:

1. German Measles
2. Hemophilus Influenza
3. Measles
4. Meningococcus
5. Mumps
6. Tuberculosis
7. Whooping Cough
8. Giardia Lamblia
9. Hepatitis A
10. Salmonella
11. Shigella
12. Chicken Pox
13. Strep Throat
14. Impetigo
15. Lice
16. Scabies

Medical Procedures in Case of Accidents: All teaching staff are trained in First Aid and CPR procedures.

Medical Problems: Minor scrapes, cuts, and other injuries and medical problems will be handled according to standard first aid procedures. An accident report will be written and placed in your child's permanent record. A copy of the accident report will be available upon request.

Moderate to severe abrasions, cuts, and other injuries and medical problems will be handled according to standard first aid procedures. One parent will be contacted immediately concerning the incident. The child will be under direct supervision of a staff member pending further instructions from the parents. An accident report will be written immediately and placed with child's schoolwork going home for that day. A copy will be maintained as part of the child's permanent records.

Major medical emergencies will be handled by assessing the extent of the injury or medical problem and immediately contacting a parent for instructions for disposition of the problem. If appropriate, a medical emergency team will be summoned by dialing 911. A staff member will remain with the child until the parent/medical team arrives to assume supervision of the child. A preliminary accident report will be prepared and given to the parent upon arrival. A detailed accident report for the parents will be completed by the end of the next operating day.

If a parent or emergency contacts are not available, a staff member will proceed with emergency medical treatment as outlined on the child's information sheet and authorized by the parents.

Administration of Medicines: The staff of The King's Preschool will only administer emergency medication to a child upon receipt of written approval from the child's parent(s) and such approval is on file with the directors. We DO NOT administer over-the-counter medicine, antibiotics, allergy medications, or any non-life saving medicine to any child. Parents of children using asthma medications or EPI pens are required to instruct the staff on their proper use in an emergency as per your child's physician's orders.

Medication Given at Home: If your child has been put on medication or if you are administering medication to your child, please notify your child's teacher each morning. Some children exhibit severe side effects such as hyperactivity or lethargy to medications. It is helpful to staff to know what is causing these symptoms.

Food Allergies: If a child has a food allergy it is required that parent(s) provide a daily snack for their child. The King's Preschool asks that parent(s) leave a few back-up "safe snacks" at the school. During the year, children in the class may bring in special Birthday snacks. WE WILL NOT GIVE YOUR CHILD THIS BIRTHDAY SNACK EVEN IF THE PARENT TELLS US IT IS SOMETHING THEY HAVE HAD BEFORE OR THE PARENT THINKS IT IS SAFE. The "special" snack will be wrapped up and sent home with the child. The parent(s) may give the "special" snack to their child based on their discretion. The parent(s) may also provide a "special" snack that The King's Preschool can store in their freezer for special birthday events.



Allergies: EPI Pens and EPI Pen Jr.: In order to administer a life saving prescription such as the EPI Pen or the EPI Pen Jr., The King's Preschool must have the following:

1. A completed food allergy action plan to be completed by the child's pediatrician, with the doctor's order describing the scenario upon which an invasive medication would be administered.
  2. The parents written authorization to administer such medication
- If the child's pediatrician asks for Benadryl to be administered, a parents or guardian will be called to come to the school to administer the medication if needed. Staff personnel cannot administer this type of medication.
  - Should a child require emergency based prescription medication, 911 will be called. Any child who receives oral or invasive medication for an emergency situation will be transported via the ambulance to the hospital. Staff members trained in first aid and CPR will provide emergency care until the ambulance arrives.

Allergies: The Kings' Preschool asks that parents refrain from using strong smelling perfumes and scents on your children due to certain allergies of other children and staff.

### Discipline Policy

Our goal for the children is the development of appropriate social skills. By instruction and example the children can learn how to interact socially with peers, take direction from adults, and function happily within the daily routine of a school setting. When a situation arises where children disagree, we strongly encourage them to express verbally their thoughts and feelings to the other(s) involved in the disagreement. Brief separation from the group may be helpful either in the classroom or in a separate room with supervision.

Parents will be notified if their child seems to be having difficulty, as The King's Preschool wishes to keep discipline a positive partnership between school and home.

At The King's Preschool, discipline is used as a learning experience. Children are not yelled at, embarrassed, or physically harmed in any way. Discipline is handled gently and positively. Your child will always be made aware of what he or she did that was not appropriate and will be given choices on how to change that particular behavior.

If your child continues to display inappropriate behavior, a time out period may be used. Your child may be removed from the group and will be allowed to return when he or she feels able to return to their group. If a discipline problem continues, staff members will work closely with the parent(s) to identify the problem your child may be experiencing by scheduling a parent/teacher conference.

### Drop off and arrival procedures

The door to the building will be opened 5 minutes prior to the start of classes. Children are to be brought to the entrance of their classroom. A child should never enter the building alone. The parent is responsible for the child until the child is properly released to their teacher. Parents are required to line up outside of their child's classroom at drop off and at pick-up time. Habitual tardiness in the drop off and pick up of students may result in expulsion from the preschool program.

### Attendance Policy

The King's Preschool will keep a daily attendance record for each student. If a student misses more than 9 consecutive school days for reasons other than illness, a meeting will be scheduled to discuss the child's possible disenrollment from The King's Preschool. This will allow for a child on the waiting list to be enrolled in the preschool program.

### Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Parents will be required to read and sign our Expulsion Policy form, which will be kept on record.

### Policy on the Release of Children

Parents are asked to line up outside of their child's classroom at pick up. Children will be released one at a time. Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the preschool and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. Parent(s) and/or guardians will be required to read and sign our Policy on the Release of Children and designate authorized persons allowed to take the child from the preschool, which will be kept on record.

### Orientation

An orientation for both children and parents will be held a week prior to school opening. This is a great opportunity for the children to become familiar to the school. Parents will be notified of the date and time during the month of August.

### Conferences

Parent/Teacher Conferences are held at the request of the preschool parent(s)/guardian(s) or at the teacher's request if there is an area of particular concern.

## Class Lists

A class list will be given out to each family. The name, address, phone numbers, and email of your family will appear on this list. Parents must notify the school in writing by the 1<sup>st</sup> week of school if they do not wish their information to appear. This list can be helpful to parents for rescheduling co-op time, birthday parties, carpools, and play dates.

## Clothing/Shoes

Parents should send their child in play clothes that are: labeled, comfortable and weather appropriate for outdoor play including sneakers or rubber soled shoes. The child should wear clothing that is easily removed by him or herself, independently from the teacher, for toileting purposes.

## Toys

The King's Preschool asks that children **DO NOT** bring any toys from home unless specified to do so by their teacher.

## Snacks

Parents scheduled to do their co-op time will be responsible for providing a snack for that day. Some examples of snack are as follows, but not limited to: 100% juice, milk, cookies, goldfish, crackers, cheese, pretzels and fresh fruit.

## Birthdays

The King's Preschool enjoys celebrating children's birthdays in school. Parents are welcomed to send in a special birthday treat for their child to share with the class. The following rules will facilitate celebrating birthdays:

1. Parents are asked to speak with their child's teacher in advance to plan together which day the parents can bring in the birthday treat.
2. Please do not send in personal birthday invitations. The teachers are not permitted to hand invitations out. If invitations are sent in with a child they will not be distributed and will be returned home that day. Parents should issue their invitations by mail, phone call, or after school.
3. Please do not send in treat bags or other party goods.
4. If the child's birthday falls when school is not in session, parents are to speak with their child's teacher to make specific plans.

## School Closing and Delays

The King's Preschool will follow the Roselle Park Board of Education calendar. If Roselle Park school's are closed for a snow day, The King's Preschool will be closed. If Roselle Park schools have a late opening, The King's Preschool schedule will be altered so that classes can meet even with a delayed opening, from 10:00 a.m. - 12:00 p.m. Parents will be notified by telephone if school is to be closed or has a delayed opening. Should the preschool need to close for any other unforeseen reason, you will be notified immediately by telephone.

## Withdrawals/Tuition Refunds

The King's Preschool requires a 30-day written notice of a students' withdrawal from the preschool. There are no refunds for illness or family vacations. If the preschool makes a determination that the student may no longer be enrolled, tuition will be refunded for the days not attended that month.

## Evacuation, Lockdown, and Disaster Procedures

As per New Jersey State regulations, the King's Preschool is required to conduct fire drills, evacuation drills, and lockdown drills. Fire Drills, evacuation drills, and lockdown drills will be held on a regular basis to familiarize the children with the proper procedures in the case of an emergency.

Staff and supplies are available to care for the students in the event of a lockdown situation. No one would be allowed to enter the building until the Kenilworth Police Department gave permission.

The Kenilworth Municipal Building has been designated as The King's Preschool's emergency evacuation site. If it became necessary to leave the premises, all staff and students would walk up South 23<sup>rd</sup> Street two blocks to the corner of South 23<sup>rd</sup> Street and The Boulevard. The students would remain in the care of the preschool's staff at this location until arrangements could be made for their safe release to either a parent or authorized person.

It is extremely important that each family is familiar with The King's Preschool emergency plans. Parents can help by making sure that the preschool always has the following current information:

1. Home Address and Home Telephone number
2. Parents' business or cell phone numbers
3. Pertinent information on allergies and health conditions
4. Name, address, and telephone number of at least 2 other persons authorized to pick up or contact if parents are unavailable.