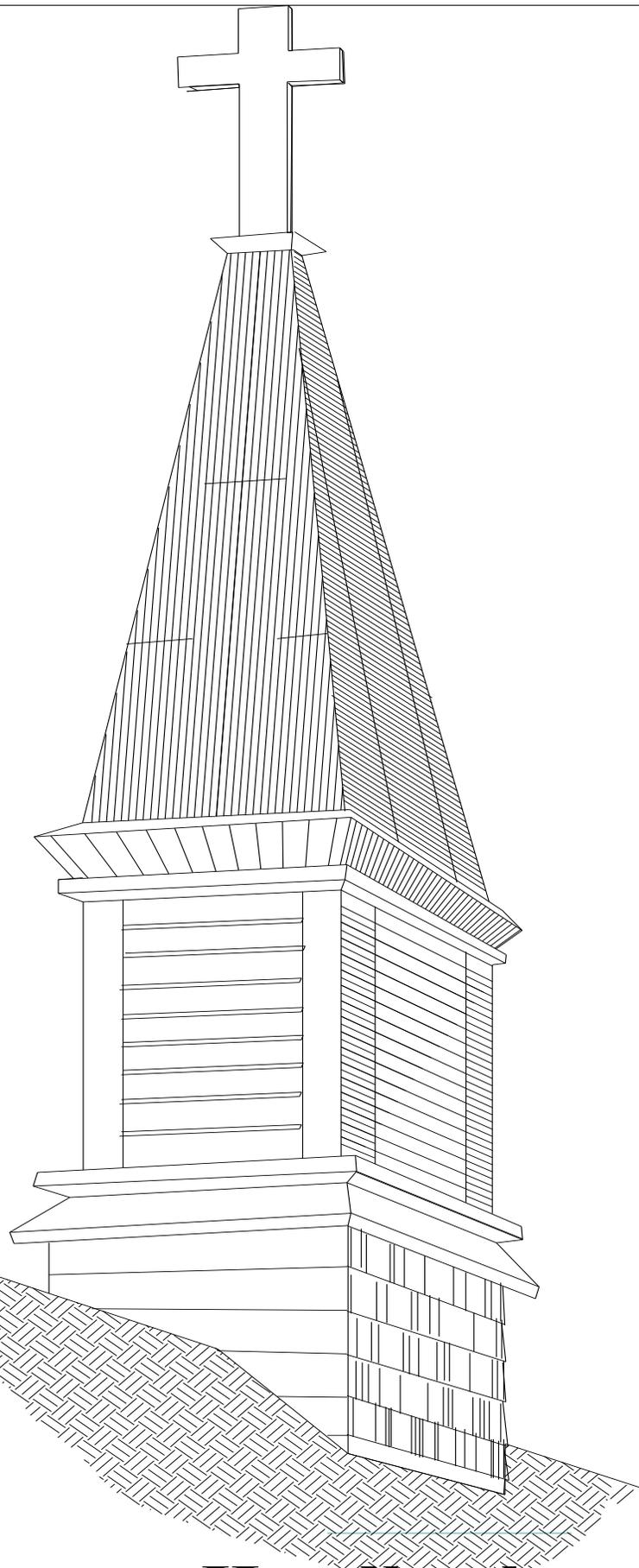


**First Bethel Kings School Kids**  
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Nourish every body  
Stimulate every spirit  
Satisfy every soul  
For the glory of God.

# Parent Handbook

**First Bethel United Methodist Church – Kings School Kids  
Parent Handbook  
Table of Contents**

<b>First Bethel Church Kings School Kids Phone Numbers</b>	<b>2</b>
<b>Administrative Staff</b>	<b>2</b>
<b>General Information</b>	
<b>Mission</b>	<b>3</b>
<b>Philosophy</b>	<b>3</b>
<b>Statement of Purpose</b>	<b>3</b>
<b>Admissions Policy/ Enrollment</b>	
<b>Admissions</b>	<b>3</b>
<b>Enrollment</b>	<b>4</b>
<b>Community Resources</b>	<b>4</b>
<b>Inclusion</b>	<b>4</b>
<b>Programming</b>	
<b>Developmentally Appropriate Practice – What is it?</b>	<b>5</b>
<b>Pennsylvania Learning Standards</b>	<b>6</b>
<b>Transitions</b>	<b>6</b>
<b>Discipline</b>	<b>6</b>
<b>Parent Involvement</b>	<b>8</b>
<b>Stakeholders</b>	<b>8</b>
<b>Personal Belongings</b>	<b>8</b>
<b>Health and Safety Policies</b>	
<b>Illness Policy</b>	<b>8</b>
<b>Medication</b>	<b>11</b>
<b>Emergency Medical Care Procedure</b>	<b>11</b>
<b>Safety</b>	<b>12</b>
<b>Suspected Child Abuse</b>	<b>12</b>
<b>Special Concerns</b>	<b>13</b>
<b>Personal Safety Policy</b>	<b>13</b>
<b>SIDS Prevention</b>	<b>14</b>
<b>Administrative Policies and Procedures</b>	
<b>Days and Hours of Operation</b>	<b>14</b>
<b>Pick Up and Drop Off</b>	<b>14</b>
<b>Notification of Absence</b>	<b>15</b>
<b>Required Forms</b>	<b>15</b>
<b>Non-Discrimination Policy</b>	<b>15</b>
<b>Privacy of Information Policy</b>	<b>16</b>
<b>Fees</b>	<b>16</b>
<b>Scholarship Care</b>	<b>17</b>
<b>Lack of Payment Policy</b>	<b>17</b>
<b>Withdrawal</b>	<b>17</b>

Termination of Enrollment	18
Snow Days	18
<b>Child Care Specific Information</b>	
Daily Record Keeping	18
Sample Daily Schedule	18
What Parents Must Supply	19
Meals and Food Guidelines	19
Outside Time	20
<b>Child Care Administrative Policies and Procedures</b>	
Day Care Rates	20
Contract Care	21
Care on Call	21
Sick Days, Vacation Days	21
Schoolage Care Scheduling	22
<b>Preschool Class Specific Information</b>	
Program	22
Outside Time	22
Snacks	22
Celebration Time	23
Conferences	23
Administrative Policies	23
Modifications to Program	23
Fees	24
<b>Forms</b>	
Release Authorization Form	25
Change of Schedule Form	26

**FIRST BETHEL UNITED METHODIST CHURCH KINGS SCHOOL KIDS  
PHONE NUMBERS**

KING SCHOOL KIDS ADMINISTRATIVE OFFICE.....412-835-6141  
 FIRST BETHEL CHURCH .....412-835-0700

**Administrative Staff**

Judy Winston Thomas, Lead Pastor, Lynda Pore - Director of Daily Operations  
 Charlene Phillips, Administrative Assistant

## **GENERAL INFORMATION -**

### **First Bethel King School Kids - One Family Sharing God's Love**

#### **First Bethel Church - Mission Statement**

Nourish every body                      Stimulate every spirit  
Satisfy every soul                        For the glory of God.

#### **King School Kids Philosophy**

It is our belief that every child is important to the family, the community, and to the world. We believe that each child is worthy of love, acceptance and support. We believe that self-esteem is key in our Center and to that end we try to provide experiences and teachers who will help in the development of feelings of self-worth. Love, care and concern are foremost in the minds of our faculty. We strive to teach by example. We welcome children of all ethnic, social, religious and cultural backgrounds. We welcome your child and family to our programs at First Bethel United Methodist Church.

#### **King School Kids - Statement of Purpose**

The King School Kids Program will provide a warm, caring flexible and enriching environment for children. We design the program to provide an atmosphere in which we can recognize each child's unique needs. During the day, we will provide child-focused activities that offer the children opportunities and experiences to learn, to grow, and to gain life skills while interacting with other children and adults.

## **ADMISSIONS POLICY/ ENROLLMENT**

### **A. Admissions**

Kings School Kids Program admits children from the age of six weeks through fifteen years without regard to race, color, sex, religion, national origin, or ancestry. When the parent or legal guardian of a child identifies that the child has special needs, the Director and the parent or legal guardian will meet to review the child's care requirements. King School Kids does not discriminate because of special needs. The program accepts children with special needs if a safe and supportive environment can be provided for the child.

To help the staff better understand the child's needs, the staff will ask the parent or legal guardian of a child with special needs to complete a "Special Care Plan" with the child's health care provider(s). The program will attempt to accommodate children with special needs consistent with the requirements of the Americans with Disabilities Act. If the program is unable to accommodate the child's needs as defined by the child's health care provider(s) or the Individual Family Service Plan/Individual Education Plan without posing an undue burden as defined by federal law, the Director will work with the parent or legal guardian to find a suitable environment for the child.

## B. Enrollment

Before the child's attendance a visit to the facility to acquaint the family with the environment, is encouraged.

The following forms will be completed and submitted to the Administrative Office **before** the child's first day of attendance. The information in these forms will remain confidential and will be shared with other faculty only as required to meet the needs of the child.

- < **Child Care Health Assessment:** This form, signed by the child's physician or certified registered nurse practitioner, must be on file **within 30 days** of the child's admission.
- < **Child Care Emergency Contact Information/ Consent for Child Care Program Activities:** This form must be signed by a parent or legal guardian for each child enrolled. A parent or legal guardian will update these forms **at least once every six months and/or whenever the information changes.**
- < **Special Care Plan:** When the parent or legal guardian informs the facility staff that a child has special needs, a parent or legal guardian and/or health care provider will complete a special care plan. We may ask that a parent or legal guardian authorize release of information from providers of special services to help the child care provider coordinate the child's care.
- < **Child Care Tuition Agreement:** completed by a parent or legal guardian and the Administrative Office. These also require periodic updates.
- < Besides the above paper work Preschool Classes have other forms which will be given to the family in August before the school year begins.

We will return all incomplete forms to the parent or legal guardian for completion.

## C. Community Resources

There are programs in place to offer assistance to families and children. Here is a list of some of those programs in case you could benefit from their work. The Department of Public Welfare (DPW) helps parents find and pay for child care. You could be eligible. Please call the Western Region DPW at 1-800-222-2149.

- Earned Income Tax Credit (EITC) is a federal tax benefit for families or individuals working full or part time and earning low to moderate wages. For information contact the IRS at 1-800-9291040 or visit [www.irs.gov](http://www.irs.gov)
- Pennsylvania Tax Back is a state tax benefit for low to moderate income workers. Contact the PA Department of Revenue at 1-800-362-2050 or visit [www.revenue.state.pa.us](http://www.revenue.state.pa.us)
- CHIP - PA's Children's Health Insurance Program is worth looking into. Call 1-800-986-KIDS or visit [www.state.pa.us](http://www.state.pa.us). PA Keyword: CHIP

## D. Inclusion

In the first weeks after your family becomes a part of King School Kids, we will work to get to know you as we help you get to know us. Some things you can expect are:

- < **"Getting to Know You" forms and/or meeting.** This is a form that helps us get to know your child. What do they call their grandparents, is there anything special we should know about the family structure? Do they have any security

objects? This information will make the transition to King School Kids smoother for everyone involved.

- < **Observations.** As part of our work with your child(ren) we do two annual written observations. In addition, one will be done in the first 45 days that your child is here. These observations will be shared with you and you will have an opportunity for a conference with your child's teacher. The observations will become a part of your child's file.

In addition to the annual written observations for each child there will be assessments and observations done on a regular basis by the classroom teachers. These may be done in a variety of manners and forms and will be used to assess your child's growth and development and to make adaptations to curriculum and/or classroom operations in order to best serve your child's needs. All of these observations will be part of your child's file. You may, at any time, request a conference to review and discuss the assessments and observations. At your request, this file can also be given to a child's new center if and when they move.

- < **IEPs and IFSPs.** If applicable to your child we request a copy of the child's IEP or IFSP, written plans, and/or special needs assessment completed by professionals.
- < In line with our philosophy, KSK focuses on actively including young children with disabilities by ensuring barriers are removed that would prevent their inclusion.
- < We partner with early intervention programs such as DART, the AIU and the University of Pittsburgh in order to initiate conversations with families regarding available programs and resources.
- < Here at KSK our continuing education program includes information and training sessions so staff can identify children's needs and begin the process of reaching out to families in a manner that is easily received and productive.
- < We are always available to host and participate in IEP meetings.

## **PROGRAMMING**

### **A: Developmentally Appropriate Practice -- What is it?**

When you enter one of our classrooms you will notice a lot of bustle and noise. Children will be up doing things, talking, playing and exploring. Such a classroom environment differs from the old grade-school images of a teacher doing a lot of talking at a blackboard while children sit and listen quietly at their desks.

Research and experience tell us that to be effective with young children, teaching practices need to be "developmentally appropriate." What this means is simply that educators need to think first about what young children are like and then create an environment and experiences that are in tune with children's characteristics.

Early childhood, after all, is a time of life quite different from adulthood, and even from the later school years. Children age three to six learn far better through direct interactive experiences than through just listening to someone talk. They learn extraordinary amounts through play and exploration. And the younger children are, the more what they learn needs to be relevant and interesting on the day they learn it, not just in the context of some future learning.

Based on such knowledge about what children of this age are like, we design our

program to fit them. It works a lot better than trying to redesign children!

A developmentally appropriate program like ours is age-appropriate. But that's not all. To make the program a good place for every child, we gear our classroom environment and activities to this community and the families involved. We're eager to learn as much as we can about each child's family, cultural background, past experience, and current circumstances. With this knowledge we work to create a program that fits the children and the families we serve.

We design the King School Kids Program to provide children with a comfortable, supportive environment within which they will have opportunities to build and strengthen skills, form positive relationships with one another and with caring adults, and to grow in self-esteem and confidence.

We formulate and schedule the day's activities with the developmental needs of the children in mind. They are planned to provide a balance of child-focused activities, enrichment, and recreation.

## **B. Pennsylvania Learning Standards**

The Commonwealth of Pennsylvania has developed Early Learning Standards for use in Child Care and Education - just like the ones used in the Public School System. We use those standards to plan classroom activities and to help us assess and plan for children's growth and learning. Copies of these Learning Standards can be found in your child's classroom or by going online to [www.pde.state.pa.us](http://www.pde.state.pa.us) or <http://www.pakeys.org/pa-early-learning-initiatives/early-learning-standards/>

## **C. Transitions**

### **Transitions Room to Room Within the Center**

When it is time for your child to change rooms within King School Kids we work with both you and your child to make the transition as easy as possible. No one likes change, except a wet baby B so we try to lessen the stress. Before the move the teachers will talk to the children the move. They will explain why the move is a great experience and how it will take place. Your child will "visit" the other classroom for several weeks B each visit will be for a little longer time.

Meanwhile, parents will be verbally informed of the upcoming change and they will receive a letter giving them the date and telling them in written form about the differences in their child's new room.

### **Transitions to A Different Educational Setting**

When children are making the transition from Preschool to Kindergarten and from Schoolage Care to Self-Care we will provide a curriculum to help in that transition. These curriculums will be used in the last few weeks of Preschool Class and during the Spring - before school lets out for the summer - with the Schoolage Children.

## **D. Discipline**

Our faculty will use positive guidance, redirection, and the setting of clear-cut limits in order to foster our children's own ability to become self-disciplined. Our faculty will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Discipline involves teaching character and self-control. Because people differ in how they approach discipline, our families and our faculty must discuss the goals of discipline and the methods that will best achieve the goals for the child. Our faculty will not

use physical punishment or abusive language as a form of discipline. We know that these approaches teach children to respond in the same manner.

Our faculty will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Our faculty will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. To this end, our faculty will show children positive alternatives rather than just telling children “NO”. Good behavior will be encouraged and praised.

Our faculty will use discipline that is consistent, clear, and understandable to the child. Where the child understands words, we will explain discipline to the child before and at the time of any disciplinary action.

### **Permissible Methods of Discipline**

A resource for both families and staff after noticing what could be red-flag behaviors is the CONNECT Helpline for Referral. Call 1-800-692-7288 for Program Support. This would be the first step in the process of receiving support before expulsion or suspension occurs.

#### **For acts of aggression and fighting (i.e., biting, hitting, etc.):**

- 1) Separation of the children involved.
- 2) Immediate comfort for the individual who was injured.
- 3) Care of any injury suffered by the victim involved in the incident.
- 4) Notification of parents or legal guardians of children involved in the incident.
- 5) Review of the adequacy of our faculty’s supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.

Physical restraint will not be used except as necessary to ensure a child’s safety or that of others, and then only for as long as is necessary for control of the situation.

Our faculty will use redirection and positive intervention strategies as recommended by early education professionals for the developmental level of the children involved. For children with significant behavior problems, other techniques may be used if they are documented and approved by the child’s pediatrician or other health care professional for the child’s behavior management.

If these behavior management techniques are ineffective, the child may be given a calming distraction and asked to take a break. The period will be just long enough to enable the child to regain control of himself or herself. As a rule, this period will not exceed one minute per year of age. We will adapt use of this method to the developmental level and the usefulness for the particular child. During the time which a child has been removed from the environment, a faculty member will visually observe the child.

Our faculty will monitor the effectiveness of practices and seek the help of mental health consultants as well as on-going professional development training on topics of positive intervention strategies.

If a child who has not previously been enrolled in EI, the child’s family will be referred to EI and perhaps also the OCDEL ECMHC before the center asks the family to unenroll. Documentation of the referral will be maintained in the child’s file. If a referred child is found to be ineligible, the EI program will coordinate with local behavior health partners and other resources to assist families and the center in identifying services for which the child may be eligible.

## **E. Parent Involvement**

We value parents as an important part of King School Kids. The faculty realizes that we are "partners in care" with a child's parent(s) or guardian. Because of this, we try to work with you to help your child build self-esteem, self-control and a sense of responsibility. We also want to involve you in our program as much as you want and are able. There are opportunities for parents to be involved in King School Kids at different levels. You can be involved with your child individually -- by sharing an interest or hobby with his/her room. You can be involved at the center by sharing skills and interests, providing recyclable/project materials or attending the annual "Family Nights," "Open House" or other special events. You can be involved with the larger organization of King School Kids through communicating your comments, concerns and needs to the staff, Director or FBUMC's King School Kids Team. We will use the newsletter to keep you aware of opportunities for getting involved!

## **F. Stakeholders**

Besides each family, the staff at King School Kids, and First Bethel United Methodist Church, there are other stakeholders for whom our work here is important. Some of those groups are the school districts our children attend. They have a stake in how we care for your children. In acknowledgment of this fact we work to stay up-to-date on their requirements and expectations for children in their classrooms. Another stakeholder is the community at large. Here at King School Kids we work closely with and use the resources of our Police Department, Fire Department, Library and local government. The Commonwealth also has a stake and we work through both the Department of Public Welfare and the Department of Education to maintain high standards for your child's care and education. Please help us stay on the cutting edge of the needs and requirements of our community. You can help by informing us of other stakeholders and their needs and/or by letting us know about the changes in expectations of school districts, etc. Only by working together can we do the best job in helping your child reach his or her potential and the world become the place God desires it to be.

## **G. Personal Belongings**

Some items are useful for each child to have at the Center: Please remember a change of play clothes for accidents or messy days. **Also, please make sure you label all personal items.** From experience we ask that you not bring toys and other items from home to King School Kids. If an item is a child's security object and necessary for the child to transition to care, we ask that it stay in the child's backpack or cubby where they can visit it in times of need.

The King School Kids Program provides toys, games, tapes, and books. King School Kids Program is not responsible for valuable items brought by children. Please leave them at home.

## **HEALTH AND SAFETY POLICIES** (DEVELOPED USING STANDARDS AND GUIDELINES FOUND IN "CARING FOR OUR CHILDREN" BY THE AMERICAN ACADEMY OF PEDIATRICS)

### **A. Illness Policy:**

Before entering the program, each child must have the required immunizations based on the recommendations of the American Academy of Pediatrics. (For exemptions contact Director.) Health regulations are important for the sick child, the children at the program, and the Center faculty. **PLEASE REMEMBER TO USE YOUR BEST JUDGMENT WHEN SENDING YOUR CHILD TO THE KING SCHOOL KIDS PROGRAM.**

The decision to exclude a child from care will be based on whether there are adequate facilities and staff available to meet the needs of both the ill child and the other children in the group. The child care provider, not the child's family, makes the final determination about whether the acutely ill child can receive care in the child care program. Children will be excluded if:

1. The child's illness prevents the child from participating comfortably in activities the facility routinely offers for well children.
2. The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group.
3. Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact.

If the childcare staff are uncertain about whether the child's illness poses an increased risk to others, the child will be excluded until a physician or nurse practitioner notifies the child care program that the child may attend.

**If child appears mildly ill but will be staying for the day.**

1. The child's caregiver will complete a symptom record to document date, time and symptoms of illness.
2. The caregiver and child's family will discuss treatment and develop a plan for the child's care.
3. The caregiver will complete the symptom record during the period the child is in care and give a copy of the symptom record to the child's family when the child leaves the program for the day.

**For children who become ill while at the King School Kids Program:**

1. The caregiver will notify the office and complete the symptom record.
2. The office will determine if the child may remain in the program or is too ill to stay in care.
3. The office will call the child's family.
4. The child will be provided a place to rest until the child's family or designated person arrives. The child will be supervised at all times by someone familiar with the child. A child with a potentially communicable illness that requires that child to be sent home from child care will be provided care separate from the other children with extra attention to hygiene and sanitation until the child leaves the facility.

**Children will be sent home for the following reasons:**

1. Fever that is a temperature over 100° F axillary in infants under four months.

An oral temperature of 101° or greater (Children may not return for 24 hrs. after being sent home with a temperature.) A temperature of 105° or higher in a child of any age will be considered an urgent medical emergency.

2. Vomiting. Forceful vomiting more than once in an infant under four months of age will be considered an urgent medical emergency.
3. Liquid stools
4. Uncontrollable or persistent cough
5. Appearance of acute illness or complaint of severe pain.
6. Looking or acting very ill or getting worse quickly. This will be considered an urgent medical emergency.
7. Any contagious and/or highly transmittable disease (i.e., lice, pink eye, etc.)

Emergency files and telephone numbers will be kept for each child. Parents will be notified by telephone by the King School Kids Program faculty of any symptoms of illness or injury requiring more than minor first aid. Parents are responsible for making arrangements to assure that their child is picked up if the child appears to the faculty to be too ill to remain in the program. The program expects that if we call you in an emergency, you or your designated representative will come as soon as possible.

**Parents may not send a child to the King School Kids Program if:**

1. The child has a strep throat that their physician has not treated with an antibiotic for a minimum of 24 hours.
  2. The child has any rash of an acute onset associated with fever or symptoms of illness.
  3. The child has an oral temperature of 101° or greater.
  4. The child has persistent vomiting and/or diarrhea in the 12 hours before the child comes to the King School Kids Program.
  5. The child has impetigo with less than 24 hours of treatment with an antibiotic. The child may return to the center when sores are no longer draining or infected.
  6. The child has head lice that have not been properly treated.
  7. The child has conjunctivitis (pink eye) that has not been relieved at least 24hrs. through appropriate treatment.
  8. If your child has ringworm they should not return until sores disappear.
  9. In the case of scabies children should not return to the Center until child and household contacts have been adequately treated (usually one treatment).
- The symptoms and recommendations listed here are derived mainly from the Allegheny County Health Department's information for public schools and day care centers. For further information:

Bringing an infectious child to the King School Kids Program runs the risk of infecting all the other children and faculty in the program.

Once the child has been diagnosed with one of the above, the faculty must receive notice from the doctor saying that the child may return to the program. Parents have a responsibility to inform the King School Kids Program of the reason for a child's absence.

If a child is absent five or more consecutive days due to illness, we request a statement from the doctor upon his or her return.

## **B. Medication**

We prefer not to give any medications to children. When necessary the staff will administer a child's personal prescription. A pharmacist must fill these prescriptions and they must be in the original bottle bearing the child's name, physician's name, current date, and directions for administration on the label. **The parent must sign the consent and medication card authorizing the faculty to dispense the medication on each day the medication is to be given.**

Non-prescription medication must be in the original container and will be administered by faculty only with written consent from the parent, parent signature on the medications' card, and preferably the physician's written instructions for each day the medication is to be given. We must administer these medications according to the directions on the label. The faculty member will not administer medication if the directions as to amount for the age of a child is not visible on the box or container. The only way this can change is if your physician writes a "prescription", which is dated and signed, that shows the appropriate dose for an individual child. We will store all medications in an area that is out of reach of the children.

## **C. Emergency Medical Care Procedure**

King School Kids Program staff members are trained in basic first aid. Many are also trained in CPR. In the event of a minor injury, a faculty member will administer first aid and fill out an incident report explaining the circumstances of the injury and the nature of the first aid administered. This report will be placed into the child's file and a report will be given to the parent(s) or guardian. In the case of a child injury that requires a visit to the doctor or hospital we will take the following steps:

- a. A staff member will administer immediate first aid while another staff member attempts, to contact the parent(s) by phone.
- b. If unable to reach a parent, the staff member will contact the person listed as the emergency contact in the child's file.
- c. If unable to reach the emergency contact, a staff member will contact the doctor listed in the child's file.
- d. IF EMERGENCY TREATMENT IS NEEDED, the staff member will call an ambulance to transport the child to the hospital emergency room. The staff member's discretion will be used to determine the best means of transportation to the hospital. Parents will be contacted immediately. If a faculty member is going with the child, they will convey the current medical information. The lead teacher in the room or the administrative

staff will convey current medical information to emergency personnel about a child with a special health need, in the event of an illness or injury to that child.

If your child has known allergies or other medical conditions, please notify the Center staff so we can be prepared for the special health needs of each child.

The following conditions are considered to require urgent medical help.

- Neck pain when the child's head is moved or touched, a stiff neck or severe headache, and looking very sick.
- Acting unusually confused.
- A spreading blood-red or purple rash made up of pinhead-sized spots or bruises that are associated with injury.
- A rash of hives or welts that appears suddenly and spreads quickly.
- Breathing so fast or so hard that the child cannot play, talk, cry, or drink.
- Stools that are black or bloody.
- Not urinating at least once in 8 hours, a dry mouth, no tears or sunken eyes.
- Unusual behavior after a blow to the head, e.g., not playing and acting normally for the time of day.
- Fever that is a temperature over 100° axillary in infants under four months of age or temperature of 105° or higher in a child of any age.
- Forceful vomiting more than once in an infant under four months of age.
- Looking or acting very ill or getting worse quickly.

#### **D. Safety**

We establish behavioral guidelines and safety guidelines for the safety of all children and staff in the King School Kids Program. Determination of these guidelines is based on the safety needs of children in a group setting and may be more restrictive than would be established in the home or with individual children.

#### **Toxic Items**

Toxic items will be kept so they are inaccessible to the children. This means that drugs, etc. will be kept in locked cabinets or in some other way out of the reach of children.

If a child is suspected of ingesting or having contact with a toxic substance the staff will call Poison Control and then, if it is appropriate, put the emergency care plan into effect.

#### **Drills**

Evacuation drills take place every sixty days. The drills are held at different times and parts of the day. Each room has an evacuation destination. Each room has also developed a procedure to evacuate any children who need special assistance.

#### **E. Suspected Child Abuse**

All of the staff here at First Bethel UMC Kings School Kids are mandated reporters. Mandated reporters are required to make a report of suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They have contact with the child as part of work or through a regularly scheduled program activity or service OR
- They are responsible for the child or work for an agency that is directly responsible for the child OR
- Someone makes a specific disclosure to the mandated reporter and the child is identifiable. This includes children that the mandated reporter may not know through their work or volunteer position OR
- A person 14 years old or older makes a disclosure that he/she has committed child abuse. This includes children that the mandated reporter may not know through their work or volunteer position.

The child does NOT have to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse.

Mandated reporters must not try to determine whether abuse has happened. They are not investigators and should not ask questions about what happened, who did it, and so forth beyond reaching the threshold of reasonable cause to suspect that the child has been abused.

To fulfill his or her legal mandate, when a mandated reporter has reasonable cause to suspect that a child is being abused, he or she must immediately make the report.

#### **F. Special Concerns**

1. In order for us to provide the most sensitive and comprehensive care for your child, it is important that our staff know of any special needs your child may have: allergies, food intolerance, physical limitations, learning disabilities, illness or death of family members, counseling, etc. This information will be kept confidential but may help the faculty in programming and planning to meet the needs of all the children in our care.
2. In case of separation or divorce, it is essential that we be aware of the custodial and visitation rights that affect the children during the school week. Please make sure that a copy of the court custody document is in your child's file, if relevant.
3. If your child has special health needs and has specific special care plans we want to work with you. Please supply our faculty with the information and training necessary to carry out these plans. Please remember that it is very helpful to our staff if we have copies of a child's IEP or IFSP, written plans and/or special needs assessments.
4. We hope that you and our staff develop a warm and trusting relationship. The staff is often willing to babysit and provide care for your children. Please know that while they are part of our employ they cannot babysit for you while the center is open (i.e. on days of operation between 6:30 a.m. & 6:00 p.m..)

#### **G. Personal Safety Policy**

King School Kids Program believes that:

- self-control, respect and concern for others are life skills that can be learned through play and adult intervention.
- children should have care in a physically and emotionally safe and enriching

- environment and program.
- staff should work in a physically and emotionally safe and enriching environment and program.

For most children, developing safe and healthy life skills will occur in their day to day interactions with other children under the supervision of adults who care for them. Some children have difficulty acquiring these necessary life skills without specific help. The wellbeing, needs, and concerns of each child will be considered when deciding safety and care. In all cases, the teachers and staff will try to communicate to parents/ guardians concerns and incidents as they occur so that appropriate action can be taken to resolve the situation. King School Kids Program has a variety of community resources available for consultation with teachers, staff, and parents to help assure this safe and enriching environment and program for all children.

When the physical and/or emotional safety of a child or children and/or staff is uncertain, the teachers, staff and parents will cooperate to provide that child or children with reasonable accommodations so that care may continue. However, there may come a time when we must terminate care. This would happen if child and staff safety cannot be assured or when reasonable accommodations, as described by the law, are no longer effective.

King School Kids Program reserves the right to dismiss any child if King School Kids Program faculty determines that the program cannot meet the individual child's needs or if the safety of other children or staff is in question.

#### **H. SIDS Prevention**

1. Always place babies to sleep on their backs to reduce the risk of SIDS. Side Sleeping is not as safe as back sleeping and is not allowed in the center. Babies sleep comfortably on their backs and no special equipment is needed.
2. We will not use pillows, quilts, toys, binky straps, swaddling blankets or anything else in the crib.
3. If an infant falls asleep in a swing, car seat or other play equipment they will be taken to their crib and placed on their back.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **A. Days and Hours of Operation**

6:30 A.M. - 6:00 P.M. During the fall we will provide each family with a calendar of the days that we will be closed during the coming year. Please check your calendar for special days in both our Preschool Class and our Extended Day/ Child Care Program.

### **B. Pick Up and Drop Off**

Drop Off: The parent or authorized guardian is responsible for taking the child to their room and making sure his or her attendance is registered with the staff.

Pick-Up: Parents must pick up their child(ren) by 6:00 p.m. or at the end of his or her

class. Parents picking up their child(ren) at the Center should check the appropriate area for belongings and projects and make sure their child(ren) is/are signed out with the staff.

Late Pick-up Policy: We will charge a fine for every 15 minutes, or portion thereof, beyond 6:00 p.m. - or the end of his or her Preschool Class - that a parent is late. The schedule for this fine is as follows: 1 to 15 mins. -- \$5.00, 16 - 30 mins. -- \$10.00, 31 to 45 mins. -- \$20.00 and 46-60 mins. -- \$40.00. There will be one late pickup forgiven before we levy the fine. Late pickups, more than once a month, may be grounds for termination of enrollment. Late pickups create unnecessary anxiety in the child who may worry that he or she has been forgotten or that something has happened to his or her parent(s) or guardian(s).

Persons authorized for pickup: We will only release children to those persons listed as authorized persons to pick up. Any other person coming to pick up your child should have a King School Kids Program pickup notice signed by the parent. These forms are available at the back of this handbook or at the Center. To ensure your child's safety, the first time a person, other than the parent/guardian, picks up your child, we will ask that he or she show some form of identification, preferably "picture ID".

### C. Notification of Absence

Just as the King School Kids Program is accountable to parents to inform them of schedules and changes, parents are responsible for letting the King School Kids Program Center staff know of any alterations in the child's regular attendance.

### D. Required Forms

The following completed forms are required by our licensing regulations, for your child's Welfare, and for enrollment. Copies of these forms can be found on our website: [www.kingsschoolkids.org](http://www.kingsschoolkids.org).

1. **CHILD CARE TUITION AGREEMENT** (Sign and return to the office. We will return a copy to you and one will be kept in your child's file at our Center.)
2. **EMERGENCY CONTACT / PARENTAL CONSENT FORM**
3. **CHILD HEALTH REPORT**

An **age-appropriate health appraisal**. This appraisal must be at the facility no later than 30 days following enrollment. It must be completed, signed and dated by a physician or a CRNP. We require an updated health report in accordance with the following schedules:

- at least every six months for an infant or young toddler. (Children birth through 24 months of age.
- at least every twelve months for an older toddler or preschool child. (25 months through entry into Kindergarten.)
- the schedule for schoolage children's health report is the same as that of the public schools. When your child needs a health report for school they need one for care. **We cannot provide care if your child's physical is out of date.**

We will provide each family with paper copy of a parent handbook upon request.

### E. Non-Discrimination Policy

Admission, the provision of services, and referrals of clients shall be made

without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to, equipment redesign, the provision of aides and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. An individual and / or their guardian who believes they have been discriminated against, may file a complaint of discrimination with:

**First Bethel Kings School Kids Team  
5901 Library Road  
Bethel Park, PA 15102**

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
625 Forester Street  
Harrisburg, PA 17120

PA Human Relations Commission  
301 Fifth Ave.  
Suite 390, Piatt Place  
Pittsburgh, PA 15222

U.S. Department of Health & Human  
Services  
Office of Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

Department of Public Welfare  
Bureau of Equal Opportunity  
Western Regional Office  
301 Fifth Ave.  
Suite 410, Piatt Place  
Pittsburgh, PA 15222-1210

**F. Privacy of Information Policy**

Any information contained in your child's record is confidential. We will not share information contained in the record with anyone without the written consent of the parent. Parents will have access to all their child's records any time. Parents also have the right to request that additions are added to the child's records. We comply with all the rules and regulations regarding student records established by the State Regulations for Day Care Centers.

**G. Fees**

As a nonprofit agency dedicated to offering children and parents the finest care, the program is dependent on prompt payment of tuition. We must pay salaries and expenses weekly. Failure to make prompt payment can put in jeopardy a much needed high quality program. Fees for separate programs can be found in this handbook.

**Returned Check Fees:**

Checks returned due to insufficient funds will carry a \$20.00 charge. If three checks are returned within a single year, the King School Kids Program will accept only cash or a cashier's check from individuals named on the account.

**Holding Fees:**

If families will not be using the Center for a prolonged period of time and wish to hold their space, they can do that, for up to three months, by paying a \$10.00 per week holding fee. This fee is payable in advance.

## H. **Scholarship Care**

Part of the mission of Kings School Kids Program is to provide scholarship care for those in need. To qualify for this care a family must provide verification of income and a description of their current circumstances. Each family will be given a case number and their application will be reviewed by the King School Kids Board's Finance Committee. Confidentiality will be maintained. Applications will be reviewed quarterly. Scholarship aid is always dependant on the availability of funds.

If families wish to contribute to the scholarship fund, their contributions are tax deductible.

## I. **Lack of Payment Policy - Expulsion for lack of payment:**

Families that are more than two weeks behind in their payments must speak to the administrative office to arrange for payment. If these arrangements are not made, we will be forced to discontinue care. **Payment for Day Care is due on the Friday of the week it is billed. Payment for Preschool Class is due before the 10<sup>th</sup> of each month.**

1. Attendance at King School Kids Program on a full-time, part-time, per hour or Preschool Class basis is to be scheduled with the King School Kids Program Administrative Office.
2. Tuition checks should be made payable to FBUMC. (First Bethel United Methodist Church) and be dropped off in the office. They can also be mailed:  
King School Kids Program  
5901 Library Road  
Bethel Park, PA 15102
3. We compute Extended Day/Child Care tuition weekly. It is due on the Friday **before** the care is provided. Preschool Class tuition is due monthly. Payment for Extended Care/Child Care is due on the Friday of the week it is billed. Payment for Preschool Class is due before the 10<sup>th</sup> of each month.
4. Each tuition payment is non-refundable and based on scheduled attendance. **We do not give tuition refunds for illness, medical appointments, and other unanticipated absences.**
5. In extenuating circumstances, the King School Kids Program may authorize special arrangements or extensions with regard to tuition payments. Parents should contact the Director to receive authorization.
6. The annual \$30 registration fee for each program (Preschool Class and Extended Day/Child Care) is due before enrollment. This is a non-refundable fee.
7. Checks returned due to insufficient funds will carry a \$20 charge. If we return three checks within a single year, the King School Kids Program will accept only cash or a cashier's check from individuals named on the account.
8. Families requiring tuition receipts must notify the Administrative Office.
9. King School Kids Program will accept tuition payments from the following programs/agencies: Child Care Partnerships and Department of Public Welfare.

## J. **Withdrawal**

We request two weeks' written notice for withdrawal from the program. King School Kids will be glad to transfer child records, at the request of the parent, when the child transitions to another educational setting. Parents are asked to submit, in writing, a request stating the setting where the records are to be sent, the setting's address and the name of the person to

whom the records should be directed. King School Kids will then send a copy of the records, along with a cover letter, within three weeks of receiving the written request.

#### **K. Termination of Enrollment**

We may terminate a child's participation in First Bethel United Methodist Church's King School Kids Program if:

1. The child's health form is not up-to-date. Specific cases include:
  - a. His or her health examination form is not returned to the King School Kids Program within sixty days after the child enters the program or
  - b. His or her health examination form is not updated when due.
2. We deem the child chronically disruptive to the functioning of the program, despite reasonable efforts by the staff and parents to remedy the problem.
3. If a child is regularly picked up after the 6:00 p.m. closing of the Center or more than an hour after their Preschool Class ends and they are not scheduled for Extended Care.

#### **L. Snow Days**

When the schools are closed because of inclement weather (cold or snow with improving conditions) and the staff can safely reach the Center the Center will be open. Announcements regarding King School Kids Program closing will be announced on KDKA Preschool Class will be  **canceled** , never delayed. Even if the Preschool Class is open, only you know the conditions of your local roads and need to consider that as you make your decision about attending class. Please do not endanger your child(ren) by driving on hazardous roads. The safety of your child(ren) is always most important

### **Child Care Specific Information**

#### **A. Programming**

##### **i. Daily Record Keeping**

Upon arrival our parents must clock their child(ren) in at the Time Manager. This takes care of our administrative needs. Parents must also sign in at their child's room. This provides for safety needs and headcounts. Also upon daily arrival at the program site, the faculty member will observe each child for signs of illness/injury that could affect the child's ability to participate in the day's activities. The family will supplement these observations with an oral or written exchange of information with the child's teacher.

##### **ii. Sample Daily Schedule**

###### Morning

6:30 - 9:00 a.m. Children arrive  
8:00 - 8:30 a.m. May eat breakfast - supplied by parent(s)  
9:00 a.m. Morning Programming begins

This includes large muscle time (outside when possible), table time to work with manipulatives, reading time, Dramatic Play, Music and Movement and free play time.

10:00 a.m. Morning Snack  
11:30 a.m. - 12:30 p.m. Lunch (each room has a little different schedule)

###### Afternoon

Noon - 2:00 p.m. Quiet time/ Nap time

2:00 - 3:00 p.m.	Afternoon Program begins
3:00 p.m.	Afternoon Snack
3:15 p.m.	Afternoon Program continues. (This time is like the morning programming but tends to be more relaxed.)
5:00 p.m.	Rooms begin to combine as numbers go down and we can send faculty home.
6:00 p.m.	Center closes

### iii. **What Parents Must Supply**

Make sure that you mark everything you send to the Center with your child's name. Please refer to the list below for particular things for particular rooms.

#### **Infant Room:**

schedule for your child	all formula and food
diapers	pacifiers
extra clothes	wipes
special blankets	

#### **Toddler Room:**

diapers	all food for breakfast and/or lunch
wipes	blankets
extra clothes + socks	pacifier if needed

#### **Preschool:**

special blankets	extra clothes (including socks)
all food for breakfast and/or lunch	

#### **Schoolage:**

all food for breakfast and/or lunch

### iv. **Meals and Food - Policies and Guidelines**

We will serve breakfast to children if they arrive between 6:30 a.m. and 7:45 a.m. Parents must provide this meal. Schoolage children eat as they arrive. Preschool and Toddler children eat between 8:00 and 8:30 a.m. Infants eat on their own schedule.

The King School Kids Program will provide two daily snacks for children in all rooms except Infants. We will serve these at about 10:00 a.m. and around 3:00 p.m..

Between 11:30 and Noon, depending on the schedule for the room, the children eat their lunches. These lunches are provided by the children's families and in the Toddler, Preschool and Schoolage Room these meals are eaten "family style." We work on manners, conversation and good eating habits while we dine.

The following policies and guidelines have been established based on DPW Regulations and recommendations from the Department of Health.

- If lunches need to be kept cold ,please use a cold pack.
- Due to staffing constraints and food safety concerns, we recommend sending food that does not need to be heated. Food to be served warm is best heated at home and packed in a thermal container. If requested, we will heat food which has been stored in a proper container and kept cold in a lunch box.

- We cannot store food or beverages overnight for use the following day.
- We are required to dispose of any food that is left over unless it is still in original, sealed packaging and has not required refrigeration so please use your best judgment regarding the amount of food that is packed.
- Be realistic when packing lunches. Children given an overabundant amount of food and many choices can become overwhelmed and may actually eat less.

**v. Outside Time**

As a rule, children will have an opportunity to play outdoors every day. However, when the temperature is below 15° or the wind chill is below zero, the children will not go outdoors. If your child has been ill or is not feeling well and you prefer that your child stay indoors, we recommend a doctor's excuse stating that your child can be in school but cannot go outside. Typically, we are not able to have one staff person remain inside with one child.

**B. Administrative Policies and Procedures**

**Emergency/Late Pick-up Procedure:** If a parent/guardian is unable to pick up his or her child by 6:00 p.m., the parent/guardian should notify the individual designated for emergency pickup and the King School Kids Program Center. This will not, however, relieve him or her of the late pick-up fine.

If the child has not been picked up by 6:15 p.m., King School Kids Program staff will contact the person "designated for emergency pickup" to pick up the child by 6:30 p.m.. If the child has not been picked up by 6:30 p.m., the staff member will leave the child with the Director who will stay with the child until he or she is picked up. Parents/guardians may be assured that we will care for your child during this time.

<b>King School Kids Rate Schedule</b>	
<b>Infant and Toddler Care</b>	
<b>Contract</b>	<b>Cost</b>
Hourly care or late pickups - (less than 5 hrs. a day)	\$8.50 an hour
Per diem - Half Days - (up to 6 hours a day)	\$37.00 a day
Per diem - Full Days - (over six hours a day)	\$49.00 a day
<b>Preschool Care (and Schoolage Care during summer)</b>	
<b>Contract</b>	<b>Cost</b>
Hourly before Preschool Class or late pickups (under 5 hrs. a day)	\$7.00 an hour
Per diem - Half Days - up to 6 hrs. a day	\$32.00 a day
Per diem - Full Days - over 6 hours a day	\$40.00 a day
Nobody pays more than \$32.00 a day on days they have Preschool Class (M, W, F for 3-day class, T & Th for 2-day class and M-Th for T-Class)	
<b>Kindergarten Wrap Around Care</b>	
On school days	\$32.00 a day
Days when there is no school	\$40.00 a day

**King School Kids Rate Schedule**

**Schoolage School Year Care – sibling rate does not apply**

Morning or Afternoon Session	Morning & Afternoon Session (same day)	Early Release	Non-School Days	Snow Delay
\$11.50	\$21.00	\$28.00	\$40.00	Extra - \$7.50

**Sibling Rates**

Less expensive sibling(s) [Child Care Only]	25% discount
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**Preschool Rates (2019-2020 School Year)**

Two Day Preschool Class (T - TH)	\$110.00 X 9 payments
Three Day Preschool Class (M - W - F)	\$165.00 X 9 payments
Transition (4 Day) Preschool Class (M-T-W-Th)	\$195.00 X 9 payments

**Other Fees**

Annual Registration Fee (September - August)	\$30.00 per child
Cancellation Fee (less than 24hrs. notice)	\$10.00 per child
Late Payment Fee	\$10.00
Fee for Pickup after Center is closed - 1-15 minutes	\$10.00
Fee for Pick-up after Center is closed - 15-30 minutes	\$15.00
Fee for Pick-up after Center is closed - 30-45 minutes	\$20.00
Fee for Pick-up after Center is closed - 45-60 minutes	\$40.00
Holding Fee-(hold space for up to 3 mons.)	\$25.00 per week
N.S.F. Check	\$20.00

**Contract Care:**

Basic contract care is done for families on a set schedule. When families sign their contract, they must let the Center know when and at what times their child(ren) will be in care. If families use additional time, it will be billed at the overtime hourly rate. Changes in the contract require a 30-day notice. We ask that these changes be given to the administrative office in writing.

Families whose care needs vary are welcome at the Center. Because of the additional staff and administrative costs these care rates vary and you can receive more information from the administrative office.

**Care On Call:**

Families are welcome to use "Care on Call" on an "as needed basis." Families must call ahead of time to be sure there is room for their child in the room where they are enrolled. Because of staffing and room limitations families can never assume that they have a space on a certain day unless that space is reserved. You must pay for this care when you reserve the time. You will be charged for reserved time even if you don't attend. The minimum charge for a visit to the Center is the charge for "one hour" of care.

**Vacation/ Sick Days - Contracted Child Care Only:**

Families on all contracts have a maximum of one week of sick days a year. The amount of time is determined by their amount of contracted time. If they come five (5) days a week they have (5) five vacation/sick days a year. If they come (3) days a week they have (3) three vacation/sick days a year. They must contact the administrative office in writing in order to receive credit for these days. In the case of hospitalization or serious health problems the Director will make decisions about fees. These days run on the September 1 - August 31 year. For extended absences families may choose to use a "holding fee."

Family vacation time that is scheduled one month or more in advance will not be billed to the family.

**Schoolage Care Scheduling:**

The number of sessions per week that schoolage children will be at King School Kids must be scheduled. Payment for this service will be made at a per session rather than an hourly rate. If schoolage children are scheduled to attend care and do not come their family will still be charged. Schoolage contracts carry a different sick/vacation days policy than is explained above. This is because the school contract is only a nine-month contract. During the school year the vacation/sick day policy for schoolage children is:

Scheduled sessions per week	Sick/Vacation Sessions per year	Scheduled Sessions per week	Sick/Vacation Sessions per year
10 sessions	8 sessions	9 sessions	7 session
8 session	6 sessions	7 sessions	5 sessions
6 sessions	5 sessions	5 sessions	4 sessions
4 sessions	3 sessions	3 sessions	2 sessions

Other changes require 30 day notice. If a family requires "emergency" care they must call the Center to make sure there is space on that day.

**Preschool Class Specific Information**

**A. Program**

**i. OUTSIDE TIME**

As a rule, children will have an opportunity to play outdoors at least once a week while they are at Preschool Class. However, when the temperature is below 15<sup>o</sup> or the wind chill is below zero, the children will not go outdoors. If your child has been ill or is not feeling well and you prefer that your child stay indoors, we recommend a doctor's excuse stating that your child can be in school but cannot go outside. Typically, we are not able to have one staff person remain inside with one child.

**ii. SNACKS and PAPER PRODUCTS**

A mid-morning snack will be served. **Parents are requested to bring a "healthy" snack on the day that their child is scheduled as "line leader"**. This schedule will be on your child's class monthly calendar. Drinks will be cold water. Parents and teachers are

concerned about children's health. Healthy snacks are low in sugar, salt and additives. The snacks we serve not only affect the children when they eat them, but they are setting the habits of a lifetime!

If there is a birthday celebration, cookies, small cupcakes, etc. are welcome along with a juice drink. Your child's teacher will give you more specific instructions. The classes will also be doing some "cooking" and families that are interested are invited to help with cooking supplies in lieu of a "regular" snack. Talk with your child's teacher about this too.

We ask that families also **bring a paper product (box of tissues or roll of paper towels) monthly.** Both of these gifts help us keep the cost of Preschool Class down. The snack allows your child to have a "favorite" treat in his or her classroom on the day they are the leader. Remember that the "cooking help" is also an option so please watch your teacher's "take home" information for these opportunities.

### iii. **CELEBRATION TIME**

The Preschool Classes have many celebrations during the school year. There are three specific special days when you may want to offer your child's teacher your help. The scheduled celebrations are a Harvest Celebration and Parade at the end of October, a Birthday Party for Jesus at Christmas, and an Easter Festival. Celebration plans include something special to eat, a project to make, games and a story. Often a special treat or favor is sent home with the children. The teachers take care of plans for this day, but we ask the parents to provide special treats, decorations, etc. Please watch for sign-up!

### iv. **CONFERENCES**

Parents are encouraged to discuss the progress of their child with the teacher. A conference can be scheduled at the convenience of the parents and their teacher. It is not a good idea to discuss your child in his/her presence at arrival or dismissal time. To honor confidentiality, we choose to discuss individual children in private. A conference (by phone or in person) can be requested by a teacher or parent(s) any time.

Conferences for all children and their parents will be scheduled in the fall. The two and three-day class will then have a conference in the winter, so families can begin to think

about preschool and kindergarten for the next year. T-Class will offer parents a conference in the spring to talk about possible summer ideas that will keep children ready for kindergarten. If, however, families desire a conference at any time they should let the teachers know and the staff will make themselves available. Our parent/teacher conferences are to inform you of what we have seen of your child's behavior and development. Please remember that we are educators, not physicians or therapists.

If, after talking with your child's teacher, there is still a question on policy, procedure, or curriculum that is affecting your child, please contact the Director of King School Kids.

## **B. ADMINISTRATIVE POLICIES**

### **i MODIFICATIONS TO PROGRAM**

Due to unusual or unforeseen circumstances, it may be necessary to make

modifications to the preschool program. Families will be promptly informed of any changes that occur and the circumstances leading to a modification.

**ii. FEES**

As a nonprofit agency dedicated to offering children and parents the finest care, the program is dependent on prompt payment of tuition. Salaries and expenses must be paid monthly. Failure to make prompt payment can put in jeopardy a much-needed high quality program.

Rates are as follows:

<b>Preschool Class Rates</b>		
Annual Registration fee \$30.00		
Class	Payment Plan Options	
	One payment plan - due Sept. 20 <sup>th</sup>	Nine-payment plan/ per month
Two-Day Class	\$970.00	\$110.00
Three-Day Class	\$1,465.00	\$165.00
Four-Day T-Class	\$1,735.00	\$195.00
Late fee (paid after the 10 <sup>th</sup> of the month)		\$10.00

# King School Kids

## RELEASE AUTHORIZATION FORM

I authorize the King School Kids Program staff to release \_\_\_\_\_  
Child's Name

To: \_\_\_\_\_  
Name, Address, Phone

\_\_\_\_\_ This permission is for the following date only: \_\_\_\_\_

\_\_\_\_\_ Please add this adult's name to the list of those allowed to pick up my child.

Additional Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Parent / Guardian signature)

\_\_\_\_\_  
(Date)

# King School Kids

## RELEASE AUTHORIZATION FORM

I authorize the King School Kids Program staff to release \_\_\_\_\_  
Child's Name

To: \_\_\_\_\_  
Name, Address, Phone

\_\_\_\_\_ This permission is for the following date only: \_\_\_\_\_

\_\_\_\_\_ Please add this adult's name to the list of those allowed to pick up my child.

Additional Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Parent / Guardian signature)

\_\_\_\_\_  
(Date)

## Kings School Kids

- Change of Schedule
- Request for Additional Days of Time
- Vacation Days
- Sick Days

Child(ren)'s Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Is it possible to add these additional days? \_\_\_\_\_

---

Please credit our account for the following sick days: \_\_\_\_\_

---

Please schedule the following days as vacation days: \_\_\_\_\_

---

(These must be scheduled 30 days in advance to avoid being charged.)

---

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Kings School Kids

- Change of Schedule
- Request for Additional Days of Time
- Vacation Days
- Sick Days

Child(ren)'s Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Is it possible to add these additional days? \_\_\_\_\_

---

Please credit our account for the following sick days: \_\_\_\_\_

---

Please schedule the following days as vacation days: \_\_\_\_\_

---

(These must be scheduled 30 days in advance to avoid being charged.)

---

Signature \_\_\_\_\_

Date \_\_\_\_\_

