



**Learning Center & Pre-School**

# **PARENT HANDBOOK**

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## PURPOSE, MISSION, & CORE VALUES

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**THE KIDZONE LEARNING CENTER (KZLC)** was established by the Olathe Wesleyan Church to provide a safe nurturing learning environment for the families of the surrounding community. Children ages six weeks through elementary school age will be immersed in a loving Christ centered program designed to help them to learn how to be intelligent independent thinkers. We will not only be responsible for their physical, emotional and intellectual development in its earliest stages, but we also pledge to provide rich learning experiences in character development from a Biblical world view as well.

### **MISSION STATEMENT of Olathe Wesleyan Church (OWC):**

“The Olathe Wesleyan Church exists to cultivate a church multiplication movement by making disciples of Jesus who passionately pursue whom God created them to be.”

### **CORE VALUES:**



We value **COMMUNITAS**:

**Definition:** Communitas is an intense community spirit, the feeling of social equality, solidarity, and togetherness. As a community we will seek to love God with all of our heart, mind, soul and strength and our neighbors as ourselves. We voluntarily sacrifice and surrender our selfish desires and ambitions in order to accomplish the mission. Communitas is characterized by mutual accountability and love that goes well below the surface in sharing the good, the bad and the ugly of life. No one stands alone, no one rises to the top alone and no one falls down alone. Communitas is the very spirit of community that turns friends into comrades.



We value **ACCEPTANCE**:

**Definition:** Acceptance is meeting people where they are. We accept everyone for whom Christ died—which includes you! We choose to love those who are broken, forgive those who stumble, and restore those who fall. Everyone has intrinsic value because we are all created in the image of God. In following Jesus' example, we will show kindness, forgiveness, and grace.



We value **PURSUING EXCELLENCE**:

**Definition:** Pursuing Excellence is effectively and efficiently investing our God-given resources to accomplish our mission. We pursue excellence through regular evaluation, continuous improvement, and challenge of the status quo. Excellence honors God and inspires people. We give our best to God because He has given His Best to us.



We value **MAKING DISCIPLES**:

**Definition:** Making Disciples is the act of developing fully devoted followers of Jesus Christ and guiding them towards spiritual wholeness. We engage with one another on this lifelong journey of discovering God and passionately pursuing whom He created each of us to be. Relationships are a critical part of making disciples. We cultivate both through coaching, mentoring, counseling, serving and teaching. Making disciples is the irreplaceable core task of the church.



We value **TEAM MINISTRY:**

**Definition:** Team Ministry is serving in Communitas. Teams are formed around people with similar passions and complementary gifts to accomplish components of the overall mission of the church. Each member brings their unique life experiences and skill sets to maximize the effectiveness and creativity of the team. Since the team succeeds or fails as a unit, everyone is expected to give their best. We are not interested in assigning credit or blame. We recognize that the body of Christ has many parts, and an effective team consists of different parts (i.e. hands without feet make it difficult to walk). We empower teams and give them freedom to operate in accordance with the mission. Teams are used to mobilize people for ministry.



We value **MISSIONAL LIVING:**

**Definition:** Missional living is being an advocate for those who don't know Jesus by doing whatever it takes to reach them where they are. We expect every disciple to live missionally. This requires self-sacrifice--a willingness to be inconvenienced, discomforted, and used for the well-being of others. We seek innovative and creative ways to communicate the message in a culturally relevant way. We choose to focus on the un-churched.



We value **MULTIPLICATION:**

**Definition:** Multiplication is organically reproducing at an exponential rate. We strive to remove barriers to multiplication deliberately developing reproducible systems. We will intentionally make disciples who make disciples, develop leaders who will develop leaders, and plant churches that will plant churches.

## SERVICES PROVIDED

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KidZone Learning Center will accept children 6 weeks old through elementary school age and will not discriminate on the basis of race, color, national origin, gender, religion, or disability status in the provision of service.

### Hours of Operation:

- KidZone Learning Center will be open from 6:30AM to 6:00PM, Monday through Friday.

### Available Programs:

- **Full-Time Child Care** is available for children 6 weeks through elementary school age.
- **Preschool Only Program:**

<b>5-Day Preschool</b> ( <i>3–5 yr old</i> )	M-F	8:30 AM—11:30 AM
<b>3-Day Preschool</b> ( <i>3–5 yr old</i> )	M-W-F	8:30 AM—11:30 AM
<b>2-Day Preschool</b> ( <i>3–5 yr old</i> )	T-Th	8:30 AM—11:30 AM
- **Part-Time Child Care** (*less than 5 hours per day*) may be available for children 6 weeks through elementary school age, depending on openings.
- **Drop-in care for K—Elementary age children** (see Daycare Director for more information)

### Meal Service:

#### **Full-time Students:**

- Two nutritious snacks (AM & PM) and lunch daily.
- Breakfast for students is an optional service for an additional charge, if prearranged. Breakfast is served between 7:00AM—7 :30 AM only.

#### **“Preschool Only” Students:**

- Morning snack
- The lunch hour (11:30AM to 12:30PM) is available to “Preschool Only” Students for an additional fee.

Our state-governed food program requires that all children eat the food provided by the center. Exceptions to the provided food service are only for children with food allergies or religious specifications, therefore we would ask that food not be sent with your child.

Because we are regulated to have two hours between each snack and lunch period, children must eat at our specified eating times when at KidZone Learning Center.

Please note that we will never force a child to eat or withhold food from a child for any reason.

**Curriculum:**

Biblically based curriculum is a major component of our teaching program, and we take great pride in offering the finest in early learning experiences. Children will be engaged in literature rich activities, basic skill development, beginning Spanish and Sign language, reading readiness experiences, basic number skills, and introduction to computers. Our education base will provide your student with the necessary kindergarten readiness skills.

**Child Performance Programs:**

KidZone Learning Center plans for two center-wide programs a year where the KidZone Learning Center children are showcased. Our performance programs are for all our children, including the infants and toddlers.

The two KidZone Learning Center programs are:

- December—Christmas Program
- May—Preschool Graduation & Spring Program

Individual class programs may be added throughout the year.

**Off-Site Field Trips:**

KidZone Learning Center plans for two off-site field trips a year. Our off site field trips are for children in the 2 ½ year classes and up.

The two off-site field trips are:

- Fall—Pumpkin Patch
- Spring—Deanna Rose Children's Petting Zoo

Individual class off-site field trips may be added throughout the year.

**KidZone Student & Family Pictures:**

In the fall and spring of each year, KidZone Learning Center provides the opportunity for our students and their families to have photos taken. Purchase of photos is optional. KidZone Learning Center will use this opportunity to obtain a current photo of each child for the child's records.

## ENROLLMENT PROCEDURE

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Thank you for choosing KidZone Learning Center for your child's Preschool and/or Daycare experience. Following is a list of the forms that you should have received in your enrollment packet. (All enrollment forms are also available on line at [www.olathewesleyan.org](http://www.olathewesleyan.org), click on the link for the KidZone Learning Center.) All forms are required by Kansas licensing agency and/or KidZone Learning Center to insure that your child will be adequately and safely cared for by our center.

**Please note:** All forms must be completed and on file at KidZone Learning Center prior to child's first day of attendance.

1. Enrollment Agreement Form
2. Child & Family Information Sheet
3. KDHE Child Health and Environment
  - ✓ Immunization record is up to date
  - ✓ Formed is signed by Health Care Provider
4. Authorization for Emergency Medical Care
  - ✓ Signature is Notarized
5. Authorization for Dispensing Medication—short term (when needed)
6. Authorization for Dispensing Medication—long term (when needed)
7. Parental Permission Form for Off-premise Field Trip
8. Enrollment & Income Eligibility Form for Child Care Centers
  - ✓ For Participation in the Child Care Food Program
9. CACFP Infant Meal Offer Form (if applicable)

Other documents as deemed necessary:

- Special Needs Care Instructions
- Custody Determination Papers
- Additional Emergency Information Papers

## SAMPLE DAILY SCHEDULE

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### For infants and toddlers up to 24 months

6:00AM-8:00AM	Arrival—Interest Centers Open
8:00AM	All Classrooms Open
8:30AM	Circle Time & Bible Character Time
9:00AM	Snack
9:30AM	ABC & 123
10:00AM	Playtime
10:30AM	Creative Art or Music
11:00AM	Sign Language & Playtime
11:30AM	Lunch
12:00—Noon	Story Time
12:30-2:30PM	Nap Time
2:30PM	Books or Puzzle Time
3:00PM	Snack
3:30PM	Outdoor Play
4:00PM	Story Time
4:30-6:00PM	Play Time
6:00PM	Center Closed

### For children 24 months through School Age

6:00AM-8:00AM	Arrival—Interest Centers Open
6:30-7:30AM	Breakfast Hour (Optional)
8:00AM	All Classrooms Open
8:30AM	Circle Time & Bible Character Time
9:00AM	Phonics & Literature
9:30AM	Snack & Recess
10:00AM	Number Skills
10:30AM	Spanish or Sign Language
11:00AM	Creative Art or Music
11:30AM	Lunch
12:00—Noon	Table Activities
12:30PM	Free Choice/Outdoor Recess
1:00PM	Rest Time
2:30PM	Books or Puzzle Time
3:00PM	Snack
3:30PM	Outdoor Play
4:00PM	Creative Art Time
4:30PM	Story Time
5:00PM	Interest Centers
5:30PM	Table Activities
6:00PM	Center Closed



## STUDENT SUPPLY LIST

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### All Students:

- Complete Change of Clothing including underwear and socks
- Back Pack or Tote Bag
- Jacket or Sweater suitable for current weather conditions

### Additional Items for Infants and Toddlers:

- 2 Complete Changes of Clothing including underwear and socks
- Preferred Bottle type
- Pacifiers (if needed)

### Extended Day Child Care Students will also need:

- Crib Size Fitted Sheet
- Light weight Blanket
- Small Pillow
- Toothbrush
- Toothpaste

TOYS OR OTHER PERSONAL ITEMS MAY ONLY BE BROUGHT TO KIDZONE LEARNING CENTER ON SHOW AND SHARE DAYS.

PLEASE LABEL ALL ITEMS WITH CHILD'S NAME

Here at KidZone Learning Center, we provide all the school supplies that our children will be using. However, if at any time you would like to donate art supplies, books, games and/or toys for the children's use, please feel free to do so.

On occasion, parents may be asked to help provide supplies or special snacks such as birthday and/or holiday party treats.

## SCOPE & SEQUENCE

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### INFANTS / TODDLERS:

#### Language Arts

- Begin to recognize animal pictures and associated sounds
- Working puzzles
- Begin to recognize 8 basic colors

#### Numbers

- Begin counting objects 1-10

#### Basic Sign Language and Spanish for Babies & Toddlers

- Greetings
- Basic Communication Words

#### Bible Virtues

- Engage the five senses to help the virtue concept through creative activities
- Three basic truths:
  - God made me
  - God loves me
  - Jesus wants to be my friend forever

### 2 YEAR OLDS:

#### Language Arts: Phonics

- Begin to recognize letters on picture flashcards
- Working puzzles
- Trace letter shapes
- Recognize the child's written name
- Begin to write their own name

#### Numbers Skills Development

- Count from 1-25
- Understand number concepts 1-10:
  - Counting objects
  - Number recognition
  - Proper sequence

#### Basic Sign Language and Spanish for Twos

- Greetings
- Colors
- School and home related words and phrases

#### Bible Virtues

- Engage the five senses to help the virtue concept through creative activities
- Three basic truths:

- God made me
- God loves me
- Jesus wants to be my friend forever

#### Music / Arts & Crafts:

- Improve coordination by using motions to keep time with words
- Recognize 8 colors: red, yellow, blue, green, purple, orange, black, brown
- Recognize 4 shapes: square, circle, rectangle, triangle
- Coloring and coloring in the lines, gluing, taping, cutting, applying glitter/stickers, finger painting, sponge painting

#### Motor Skills Development

- Jump, clap, stomp, and beat a drum a given number of time
- Fly, march, hop while counting to a given number
- Color given pictures

### 3 YEAR OLDS:

#### Language Arts Phonics

- Recognize the letter and learn the letter's sounds
- Learn early writing skills by practicing letter formation
  - Trace letter shapes
  - Glue objects on letter shape
- Practice hand-eye coordination

#### Numbers Skill Development

- Review counting 1-25
- Count from 26-30
- Review number concepts 1-10
- Understand number concepts 11-15:
  - Counting objects
  - Number recognition
  - Proper sequence

#### Basic Sign Language and Spanish for Preschoolers

- Greetings
- Colors
- School and Home related words and phrases

#### Bible Virtues

- Engage the five senses to help the virtue concept through creative activities
- Three basic truths:
  - God made me
  - God loves me
  - Jesus wants to be my friend forever

### Music / Arts & Crafts

- Improve coordination by using motions to keep time with words
- Review 8 colors: red, yellow, blue, green, purple, orange, black
- Associate groups of objects with colors
- Develop comprehension by answering thinking questions
- Reinforce language development topics
- Gluing, coloring, coloring in the lines, folding, finger painting, sponge painting, 3-D objects

### Motor Skills Development

- Jump, clap, stomp, and beat a drum a given number of time
- Fly, march, hop while counting to a given number
- Color given pictures
- Trace and follow dot-to-dots

## PRE K (4 YEAR OLDS):

### Language Arts: Phonics

- Recognize:
  - The five vowels and their short sounds
  - The 21 consonants and their sounds
  - The long sound of the five vowels
- Blend a consonant and vowel
- Sound one- and two-vowel words
- Read simple sentences and stories
- Mark one- and two-vowel words phonetically
- Complete guided and independent practice activities
- Learn phonics rules:
  - Learn the one- and two-vowel rules
  - Correctly use ck and double consonants at end of one-vowel words
  - Read sight words *a, the, I*
  - Use capital letters at beginning of sentences and proper names
  - Use periods at end of sentences that declare something

### Language Arts: Reading

- Apply phonics sounds and rules
- Receive differentiated instruction with ability grouping
- Successfully follow along with oral readers
- Build oral reading skill
- Work on phrasing and sentence structure
- Use simple sentences to make stories

### Numbers

- Recognize numbers 1-20
- Recognize concepts 1-20
- Count by ones to 100
- Write numbers 1-20

- Identify pairs
- Connect numbers 1-20 in sequence
- Associate sets of concrete objects and pictorial representations with numbers
- Comparing:
  - Larger and smaller
  - Before and after 1-20
  - More or Less
  - Largest and smallest 1-20
- Addition:
  - Recognize symbols
  - Add 1 to 1-9 concrete objects
  - Add number 1 to numbers 1-9

#### Spanish and Sign Language for Pre-Kindergarten

- Greetings
- Numbers
- Colors
- School and home related words and phrases

#### Bible Virtues

- Engage the five senses to help the virtue concept through creative activities
- Three basic truths:
  - God made me
  - God loves me
  - Jesus wants to be my friend forever

#### Music / Arts & Crafts

- Improve development and coordination of small-muscle coordination through:
  - Gluing
  - Folding
  - Cutting
  - Lacing
  - Finger and sponge painting
  - 3-D object
  - Puppets

## LOVING GUIDANCE & DISCIPLINE POLICY

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In as much as we understand preschool age children are at an innocent age, we realize that they must also become responsible for their actions. However, the KidZone Learning Center will never use any form of discipline that is physical, harsh, demeaning or embarrassing to a child.

Our first step for good discipline is to provide a well organized pleasant environment that will offer children numerous choices of activities. This can help to ensure that children are engaged in constructive behaviors and can often prevent problems from happening in the first place.

When issues arise, we will attempt to redirect the child or children away from the conflict to a more appropriate choice. If this does not correct the situation, the child or children may be asked to sit out for a brief period of calming down time—called time-out. *(For toddlers, the TOY or item causing inappropriate behavior may be put in time-out).* The teacher will then lovingly talk to each child about what happened and then ask them to make a better choice. If they still appear to be upset or are not able to show self control other measures will be taken to settle the situation. Perhaps visiting another classroom or teacher will provide a welcome relief to diffuse the tension. If these measures are not effective the parents may be called to speak to their child and offer some reassuring words or ideas, or perhaps asked to come and pick them up for the day.

If aggressive, hurtful behavior continues, a conference with the parents may be requested to discuss a positive action plan of behavior modification that both parties agree upon.

Children who are physically and/or verbally abusive to themselves, other children, the teachers or the equipment may be asked to leave the center. Upon the first overt display of behavior the parents will be called to come and pick up the child immediately. For the safety of everyone at KidZone Learning Center, continued behavior of this kind can result in permanent dismissal from our program.

Parents are encouraged to call or stop by anytime to visit their child's classroom. Also the child's lead teacher's cell phone number is made available to the parent for texting/calls. We encourage our parents/guardians to have regular communication with the child's lead teacher.

We want to have a combined effort of parent/guardian, teacher, and child all working together to provide the best learning environment possible.

We will always strive to help your child grow and mature emotionally, intellectually, socially, and spiritually to become the loving citizen God created them to be.

## **IMPORTANT ITEMS TO NOTE**

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### **Absence or Late Arrival:**

If for any reason, your child will not be in attendance or will be arriving later than their scheduled time, parents/guardians must call the KidZone Learning Center at (913) 780-6365 no later than 8:30 AM to notify the center of the absence. Parents/guardians may also notify their child's lead teacher by sending a text message.

### **Calendar:**

The Center's Monthly Activities Calendar will be sent home with your child on the first of each month. The calendar can also be found on the KidZone Learning Center web page at [www.olathewesleyan.org](http://www.olathewesleyan.org).

### **Holidays:**

KidZone Learning Center will be closed in observation of the following holidays, tuition is not adjusted:

- Good Friday
- Memorial Day
- Fourth of July\*
- Labor Day
- Thanksgiving Day (Thursday) and Friday following
- Christmas Eve\*
- Christmas Day\*
- New Year's Day\*

\*Observance of these holidays may vary depending on which day the holiday falls.

### **Inclement Weather Closings:**

KidZone Learning Center does NOT follow the local school's weather closings, however, inclement weather or other conditions may occur that force the center to close. When that happens, KidZone Learning Center will notify the four main TV stations of KZLC closings.

- fox4kc.com; channel 4
- kctv5.com; channel 5
- kmbc.com; channel 9
- nbcactionnews.com; channel 41

When in doubt, please feel free to call the center at (913) 780-6365 or text/call your child's Lead Teacher.

### **Tuition Fee Schedule:**

Please see attached paper for current pricing, payment procedures, and available discounts.

**Outdoor Recess Guidelines:**

We feel it is important to the health and well-being of the children to have outside play time. All students are expected to participate in recess. Students should be prepared for the sudden changes in Kansas weather. Generally, if a child is too sick to go outside for recess, he/she is too sick to be in school. There may be exceptions to this rule, but the outdoor recess policy is as follows:

There will be no outdoor recess when:

- The temperature is 20 degrees F. (-13 C.) or below
- The wind chill index is 20 degrees F. (-13C.) or below
- There is significant falling moisture.
- The heat index is at the extreme caution level.

**Exclusion Recommendations:**

A child may not be in attendance at KidZone Learning Center if he/she presents one of the following symptoms (*as stated by Johnson County Health Department*).

<b>EXCLUDE:</b>	<b>RE-ADMIT:</b>
Fever of 101 or greater with or without any other symptoms	Fever free for 24 hours without the aid of medication
Eyes inflamed with purulent discharge	Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious
Drainage from ear	Drainage has stopped
Lice	After treatment with an approved antiphlastic is initiated
Diarrhea (2 or more loose or watery stools)	Diarrhea free for 24 hours without the aid of medication
Vomiting	Free of vomiting for 24 hours
Or any known contagious diseases while still in the communicable stage	Following doctors release

**Safety Drills:**

**Fire Safety Drills will be conducted monthly.** Children will be escorted from the building, pass through the fenced in playground and cross the back yard to the wooden fence on the west perimeter of the property. Teachers will immediately take attendance. After the “all clear” signal is given, teachers and children may re-enter the building.

**Tornado Safety Drills will be conducted monthly, April through September.** Teachers will escort the children to the basement of KidZone Learning Center via the stairwells. Children will get down on their knees next to the exterior walls, bend over, and place their hands on the back of their heads for protection. Teachers will escort the children back to their classrooms when the “all clear” has been given.

**In the event of an Extreme Emergency requiring the evacuation of the building,** teachers will escort their class to the Oak Ridge Apartment’s Clubhouse for safety. Parents will immediately be notified of the situation via phone/text and/or email.



## CONTACT INFORMATION

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KidZone Learning Center is a licensed child care center in and by the State of Kansas. It is owned and operated by Olathe Wesleyan Church:

**KidZone Learning Center**  
15320 S. Ridgeview Road  
Olathe, Kansas 66062-2704  
Phone: (913) 780-6365  
Fax: (913) 780-0291

Web: [www.olathewesleyan.org](http://www.olathewesleyan.org)  
E-mail: [info@olathewesleyan.org](mailto:info@olathewesleyan.org)

James M. Wood—Lead Pastor  
Phone: (913) 952-6844  
E-mail: [jwood@olathewesleyan.org](mailto:jwood@olathewesleyan.org)

Genetta C. Herrera— KidZone Learning Center Program Director  
Phone: (913) 961-7301  
E-mail: [gherrera@olathewesleyan.org](mailto:gherrera@olathewesleyan.org)

## MISCELLANEOUS NOTES

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