

King of Kings Lutheran Preschool  
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## **MISSION STATEMENT**

King of Kings Preschool exists to assist the parents and the church in offering a quality Christian education that serves to develop the lives of young children emotionally, mentally, physically, and spiritually. The objective of our Preschool program is to create a positive, pleasant, and nurturing environment for each child.

## **THE CURRICULUM**

Our goal is to prepare children for kindergarten. We follow the Missouri Department of Education's program standards and early learning standards.

We feel that children learn best with physical involvement through manipulative games and visual exploration. The Letter People curriculum is a pre-reading, phonics-based series designed to introduce the children to the alphabet and the sounds each letter makes. The Letter People are a medium through which the children will explore math, social studies, science, and music.

For writing and beginning school readiness, we also incorporate the Get Set for School curriculum, which promotes coloring, drawing, counting, and writing.

Our assessment tool is the Desired Results Developmental Profile. Children are assessed through observation in all developmental areas, such as Self & Social Skills, Language & Literacy, Mathematical Development, Physical/Gross Motor, and Visual Arts.

## **JESUS TIME**

Our goal is to assist you in helping your child experience God's love. King of Kings Preschool believes each child is a gift from God. During our Jesus Time, we will share

God's love for His children. Concordia Publishing House materials are used, along with puppets, music, and flannel graphs. The children are encouraged to attend church and Sunday School. It is our belief that a child's relationship with Jesus Christ will promote all areas of learning; therefore, a loving Christian environment where children may learn and grow is provided.

## **CHAPEL**

We will have Chapel every Wednesday and Thursday, depending on which day your child comes to class. At this time Pastor Greene, Pastor Clemons, or one of the preschool teachers will lead us in our chapel time. You are always welcome to join us for chapel.

## **DISCIPLINE POLICY**

At King of Kings Preschool, discipline is intended to mean the teaching of self-control, rather than punishment. To the best of their ability, the teachers deal with children in accord with the teachings of Christ (Matthew 18). Throughout the year, the children are taught to: (1) respect the rights and feelings of each other, (2) share materials, (3) learn and follow everyday routines, (4) use words to express one's feelings instead of hitting, and (5) to make choices and decisions. In keeping with this, it is our desire that a child becomes increasingly responsible, have the ability to communicate, make decisions, and to accept the natural consequences of their decisions and desires.

If a teacher is unable to obtain acceptable results while helping a child to discipline himself, the teacher will contact the parents so that together they may work to help the child. If mutual efforts fail to bring about the necessary change of behavior, the director may terminate the child's enrollment. Termination will be final, if after working with the parents and the child, the director feels continued enrollment would interfere with the education of the child, and is comprising the educational classroom environment for others. Lack of cooperation of the child and/or parents will be evidence that a satisfactory improvement in behavior cannot be reached.

The termination of enrollment of a child is not an indication that we no longer love or have concern for the child, but it may be in the best interest of the child and parents to find a more suitable preschool for the child.

## **SAMPLE DAILY SCHEDULE**

9:00 - 9:15	Arrive, Free Play
9:15 - 9:30	Circle Time (Pledge of Allegiance, Calendar, Weather, Movement)
9:30 - 9:50	Jesus Time
9:50 - 10:15	Art
10:15 - 10:35	Recess
10:35 - 11:00	Snack, Storytime
11:00 - 11:25	Letter People (phonics & literacy)
11:30 – 12:15	AM students go home Lunch
12:15 – 12:30	Storytime
12:30 – 1:15	Rest
1:15 – 1:45	Recess
1:45 – 2:45	Enrichment/Academic Activities <ul style="list-style-type: none"><li>- Number/Math work</li><li>- Phonics/Writing</li><li>- Weekly Reader</li><li>- Assessment Objectives</li></ul>
2:45 – 2:55	Circle – Review Day – Closing Devotion – Prayer
3:00	Dismissal

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences give both the parents and teacher the opportunity to discuss the child's progress. An evaluation form will be sent home before the conference. Conferences are held in early October and March.

## **SUPPLY LIST**

A backpack will be needed daily so the children can easily transport home various projects from the day. We also ask all families to contribute a box of Kleenex, one roll of

paper towels, a package of wet wipes, and one package of 8 oz. size paper cups.

Lunch – All children staying from 9:00-3:00 should bring a sack lunch from home.

### **REST TIME**

All children staying from 9:00-3:00 will have a rest period after lunch. You will receive information during the summer regarding what to bring for rest time.

### **SAFETY AND SECURITY**

All preschool teachers and aides are registered with the Family Safety Care Registry and receive an annual background check for abuse, neglect, and sex offenses. All staff are trained in CPR and First Aid.

The building is locked during preschool hours and entry may only be made by pressing the buzzer. Parents arriving after the drop-off time must sign in at the church office.

Our preschool has an emergency plan that includes regular safety drills for fire, tornado, and intruder. All staff carry two-way radios in order to communicate with each other throughout the property.

King of Kings Preschool follows Missouri state law as it relates to registered sex offenders. Registered offenders are not allowed within 500 feet of church property during preschool hours. They are also not allowed to attend special events, field trips, or off-site activities.

Parents volunteering to drive for field trips must be registered with the Family Care Safety Registry and provide proof of insurance and a valid driver's license.

### **PROCEDURE FOR PARKING AND DROP-OFF**

All preschool families should park in the upper parking lot when bringing their children to school and picking them up afterwards. Go to the main door (north door), which will be unlocked from 8:55-9:10 a.m. for drop-off, and unlocked again at 11:20 and 2:50 for pick-up. Proceed down the stairs to the preschool area. Please escort your child to and from the classroom each day. **Drop-off times and procedures will be strictly enforced to ensure the safety of our children and staff.**

No child will be allowed to leave the premises with anyone other than their parents without prior written parental permission.

## **VOLUNTEERS**

Volunteer help is needed and appreciated for class parties and field trips. You will be notified in advance of these events, and will be able to sign up to help on our Communication Board. Background checks will be performed on all adults, paid or volunteer, who work with children. These background checks are conducted through the Missouri Department of Health and Senior Services Family Care Registry.

## **NEWSLETTERS**

Your child's teacher will send home a newsletter and calendar each month to inform you of upcoming events. We will also have a Communication Board downstairs on the large bulletin board outside the classrooms. Please be sure to check it daily for news.

## **TOYS**

Toys from home are limited to Show and Tell Days. On these days, please bring only one item. There may be special days for sharing things from home, and you will be notified of those days in advance.

## **FIELD TRIPS**

In accordance with Missouri State Law, all children **must have a carseat!** If you are unable to accompany your child on a field trip, please remember to send a carseat. It is the parent's responsibility to provide the carseat. **THERE WILL BE NO EXCEPTIONS TO THIS RULE!** Please also note – we ask that siblings do not attend our field trips as we need all staff and parent helper attention for our preschoolers. These trips are designed especially for them, and it is our intent to focus on the children in our care.

## **SNOW DAYS**

If **North Kansas City Schools** are closed or have a late start due to weather, we will also be closed. However, there may be times when we **could** hold classes (example: NKC District may be closed for cold instead of snow). In those cases, we will notify you via email, and a message will also be posted on the King of Kings Facebook page.

Snow days will not be made up.

## **ILLNESS**

In the event of an illness, the parents will be contacted. If a child has a fever, please do not send the child to school since the child will be contagious to other children and teachers. The Health Department's definition of a fever is 100 degrees or higher.

**All children must be fever-free, vomit-free, and diarrhea-free for 24 hours before returning to preschool.**

## **ADMISSION PROCEDURES**

King of Kings Lutheran Preschool admits students of any race, creed, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to and made available to students at the school. It does not discriminate on the basis of race, creed, color, nationality, and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

**A child must be three years old by August 1 and potty-trained to be considered for enrollment in our preschool program.**

## **STATE OF MISSOURI IMMUNIZATION REQUIREMENTS**

- All students must be in compliance with the immunization rules no later than October 1 of the school year.
- Transfer or new students must be in compliance within one month after enrolling in school.
- Satisfactory evidence of immunization consists of a statement, certificate, or record from a physician or other recognized health facility. The statement must include the type of vaccine, and month, day, and year of administration. Immunizations are available from your private physician or the Clay County Health Department.

Required immunizations to attend preschool are as follows for ages 16-59 months:

- 4 doses      DTP/DT
- 3 doses      Polio (OPV/IPV)
- 4 doses      Pneumococcal (PCV)
- 1 dose        MMR

- 3 doses HIB
- 3 doses Hepatitis B
- 1 dose Varicella (chicken pox), or proof of disease

**IN ACCORDANCE WITH STATE LAW, WE MUST REPORT SUSPECTED CASES OF CHILD ABUSE AND/OR NEGLECT**

**TUITION AND FEES**

Along with assistance from our church, all tuition is used to provide for the operation of our preschool. Timely payment is essential.

<b>DAY</b>	<b>AGE</b>	<b>TIME</b>	<b>MONTHLY TUITION</b>
T/TH (2-Day)	3 year olds	9:00-11:30	\$125.00
T/TH (2-Day)	3 year olds	9:00-3:00	\$250.00
MWF (3-Day)	Pre-K (4-5)	9:00-11:30	\$165.00
MWF (3-Day)	Pre-K (4-5)	9:00-3:00	\$340.00
M-F (5-Day)	Mix Age (3-5)	9:00-11:30	\$230.00
M-F (5-Day)	Mix Age (3-5)	9:00-3:00	\$500.00

There is a non-refundable enrollment fee of \$80.00 which secures your child's place in our program. The enrollment fee covers all supplies and field trip costs. This fee is due at the time of enrollment.

- A 10% discount is offered for tuition if the entire school tuition is pre-paid by September 10th.
- A 10% discount for tuition is given to siblings enrolled and attending in the same year.

Tuition is due by the 10<sup>th</sup> of each month.

A late payment fee of \$15.00 will be added if payment is not received by the 15<sup>th</sup> of the month.

Non-payment after one month will require a discussion with Director regarding a payment plan.

Non-payment after two months will result in withdrawal of your child from preschool, unless a formalized payment plan is activated.

Tuition may be paid by check, money order, or cash. We also accept credit and debit cards. Please note that there is a 2.85% processing fee when using credit or debit cards.