



Dear Parents,

Welcome to KidsEdge Preschool of WoodsEdge Community Church! It is our greatest joy to help children become all that God created them to be. Spiritual, physical, mental, emotional and social development are as equally important as their early academics. Our goal at KidsEdge is to nurture all aspects of your child, especially their love for Jesus!

We cherish the time we have with your children each week, and thank you for sharing them with us. In partnership with our parents; the directors and teachers at KidsEdge hope to make this the best learning experience for your child. Thank you for your support and prayers, we are better for it! Please know you are welcome to visit our school during our hours of operation!

If you do not have a local church home, we invite you to worship with WoodsEdge! The church staff is always available for you and your family. Please check out www.woodsedge.org for more information.

If the staff at KidsEdge Preschool can serve you in any way, please don't hesitate to ask!

Sincerely,

Janna Ellen

Director

KIDSEGE:

Who: Children ages 6 weeks through Pre-K

Where: WoodsEdge Community Church
25333 Gosling Road
Spring, TX 77389

Phone: (281) 290-4724 Fax: (281) 298-6086

When: Mondays/Wednesdays: 9:00 am - 2:00 pm for children 6 weeks through Pre-K (September-May)

Mondays/Tuesdays/Wednesdays: 9:00 am - 2:00 pm for children 3 - Pre-K (September-May)

Teaching Methods:

We believe that children learn best by teaching thematic units that incorporate hands on activities and creative play. We offer a variety of learning experiences throughout the day, and teach to all learning styles. Our prayer is that your child will leave KidsEdge with a LOVE for learning, LOVE for school, and a LOVE for the God that LOVES them so much!

Curriculum:

Pre-Kindergarten:

Bible- Bible is taught every school day and chapel is held once a week

Language Arts and Math- Handwriting Without Tears and My Father's World

Learning Centers-Dramatic Play, Blocks, Art, Play-doh, Learning Games, Reading

3 year Olds:

Bible-. Bible is taught every school day and chapel is held once a week

Language Arts- Handwriting Without Tears and Wee Learn

Math- Handwriting Without Tears

Learning Centers- Dramatic Play, Blocks, Art, Play-doh, Learning Games, Reading

2 year Olds:

Bible- Bible is taught every school day and chapel is held once a week

Language Arts and Math- Wee Learn

Learning Centers- Dramatic Play, Blocks, Art, Play-doh, Learning Games, Reading

6 weeks-23 months:

Bible- Bible is taught every school day and chapel is held once a week

Wee Learn- Art, Literature, Music, puzzles/manipulatives, blocks, home-living and nature

Colors, shapes, animals, senses, fine/gross motor skill development

- All students participate in our Music program. All students 2 years old through Pre-K participate in our Physical Education Program, through *Sports Fun*. The Music and Physical Education Programs are included in your child's tuition.
- Children visit our Big Centers room weekly where they participate in dramatic play, cooking, science and art!

Admission:

Registration is in late January or early February of each year. We will give current KidsEdge families a pre-registration period. Registration remains open until all classes are filled. We place students based on their age as of September 1st of the school year we are registering for.

Requirements for 2018-2019 Registration: The following items are required at the time of registration: Online form, registration fee, current vaccination records and a signed document from your child's doctor stating that they are in good health and able to attend preschool.

Children with allergies are required to have a letter from their physician outlining their allergies and treatment plan.

STUDENTS MAY NOT ATTEND CLASS UNTIL ALL FORMS HAVE BEEN SUBMITTED.

Fees:

KidsEdge is a not-for profit program, but it is our goal to cover all expenses. Fees are set to reflect the high quality care and education provided to your children. As in any childcare or school, our fees are constant, thus we do not offer discounts or credit for absence due to illness, inclement weather, travel, or school holidays.

The registration fee is \$100 per child and is non-refundable. The supply fee is \$75 for children attending one or two days a week, and \$110 for children attending three days a week. The first supply fee is due at the time of registration or no later than the last day of school in May, and the second is due with your January tuition payment.

Withdrawal: If you need to withdraw your child from the program, please let us know one month prior to doing so in writing. If notification is given less than 30 days, you will be responsible for paying the monthly tuition.

Tuition is due on the first of every month and will incur a fee of \$25 per child if paid after the 15th of the month. Payments may be made online or by check made out to WoodsEdge. You will receive additional instructions for online payment.

Tuition Rates:

* KidsEdge Preschool offers classes for children ages 6 weeks thru Pre-K. Below are the options to register for each age level. We place students based on their age as of September 1st of the school year we are registering for as this is in line with the Texas education placement policy. **Tuition rates vary based on teacher to child class ratios.**

*** Note that you will pay the highest tuition rate first, with the discount offered to the additional tuition rates.**

Age	Ratio	Rate	Sept- May	2 nd Child Discount	Supply Fee
6 wks to 11 months	2:7	\$ 295		\$ 270	\$ 75
12 to 17 months	2:7	\$ 295		\$ 270	\$ 75
18 to 23 months	2:8	\$ 295		\$ 270	\$ 75
2 year olds	2:10	\$ 280		\$ 255	\$ 75
3 year olds – 2 day (Mon, Wed)	2:12	\$ 280		\$ 255	\$ 75
3 year olds – 3 day (Mon, Tues, Wed)	2:12	\$ 385		\$ 310	\$ 110
Pre-K 4's – 2 day	2:14	\$ 280		\$ 255	\$ 75
Pre-K 4's – 3 day (Mon, Tues, Wed)	2:14	\$ 385		\$ 310	\$ 110

Payment: Tuition is Auto Drafted from your account on the 1st of each month. If you pay by check, checks will be made out to WoodsEdge Community Church. If you should need a receipt for tax purposes, please let Krista Adkins, our administrative director know this by email.

Health Policies:

For the protection of children in our care **we will not accept children with any of the following symptoms and/or illnesses:**

Symptoms

- Fever (99.5 or higher) current or within the previous 24 hours (must be fever-free *without* fever reducing medicine)
- Runny nose, green or yellow in color
- Questionable rash
- Coughing
- Diarrhea or vomiting within the past 24 hours
- Sore throat

Illnesses

- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)
- Thrush
- Croup
- RSV
- Lice

We will not administer medication. If a child is being treated with antibiotics, he should be on the medication and “fever free” for at least 24 hours before coming to the classroom.

If a child develops fever or other symptoms while at church, we will contact the parent immediately so the child may be taken home

Immunizations - All required immunizations should be completed by the first day of attendance. As your child receives new vaccinations, we must be given an updated copy for your child’s file within one month as per licensing requirements.

The state of Texas does not require TB testing for our teachers at this time in our Montgomery county. If this policy were to change, we would be notified and require TB testing of all staff members.

At the age of four years old, your child will have a vision and hearing screening. Please give us a copy of this screening as soon as it is completed.

Safety:

Your child will only be released to his/her parent or the people listed as an emergency contact on your registration form. In case of an emergency, please call the KidsEdge office at (281) 290-4724 with instructions on who is able to pick up

your child. Any person that is not the parent of the child they are picking up must show identification to the front desk staff and will be escorted back to the child's classroom.

Incident Report Forms: Minor accidents sometimes occur. Parents will be notified of minor injuries on an incident form that will be sent home with the child. Each report must be signed by the parent and returned. We have attached our Emergency Preparedness Plan to outline what we would do in case of an emergency.

The Website for the Department of Family and Protective Services: www.dfps.state.tx.us

Parents may view a copy of the minimum standards and the child-care center's most recent licensing inspection report. Parents may obtain a copy of Child-Care Licensing's Minimum Standards in the KidsEdge office or online at www.dfps.state.tx.us. Parents may contact the local Licensing office at (936)538-1229 and the PRS child abuse hotline at 1-800-252-5400.

In accordance with child care licensing, we must inform you that our school is a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under the state law.

Our local licensing representative is Brittney Sheffield.

Classroom Discipline:

The first step with every child is redirection. We will try to redirect the child's attention when they are having a problem with another child or with obeying the rules. If redirection does not help, we will remove the child for a brief and supervised period of time. The inappropriate behavior is clearly defined, and the desired appropriate behavior is communicated. At no time will there be any form of threat or physical punishment. Our teachers only use positive methods of discipline and guidance that encourage self esteem as well as self control.

In most cases, discipline will be handled at school. In the event of uncontrollable behavior, the following actions may be taken:

Letters sent home, conference with the parent, conference with the parent and director.

If a child becomes uncontrollably distracting to the children, a parent will be contacted. If the staff should determine that a child's continuous undesirable behavior is detrimental to the other children in the group, the Director will request a conference with the parents to discuss the options available including, as a last resort, dismissal.

We believe in grace, and each week is a new start.

Biting or Intentional Injury Policy:

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive behavior. Biting is a normal stage of development for young children who are teething and are still developing their language skills. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. This means that it is a particular concern for the staff in the Toddler and 2's rooms. For safety and health concerns, we take biting and aggressive behavior very seriously.

Our policy for handling a biting or aggressive behavior incident resulting in injury is as follows:

*The biter/aggressor is immediately removed from the group with a firm NO. The bitten/injured child is consoled and the bitten/injured areas washed with soap and water. If necessary, ice is applied to reduce swelling.

*A written incident report is given to the parents of all children involved.

- *If an additional incident occurs, on a day after the initial incident, the biter/aggressor will be sent home.
 - *We look intensively at the context of each biting/aggressive behavior incident for pattern, in an effort to prevent further biting or aggressive behavior.
 - *We try to adapt the environment and work with parents to reduce any child stress.
 - *We make special efforts to protect potential victims.
- We try to make every effort to extinguish the behavior quickly and to balance our commitments to the family of the biting/aggressive child to that of other families. Only after we feel we have made every effort to make the program work for the biting child do we consider asking a family to withdraw the child.

KidsEdge Preschool Emergency Preparedness Plan

In the event of an emergency, the first responsibility of KidsEdge Staff is to move the children in our care to the designated relocation area noted on each evacuation plan or alternate shelter.

Evacuation:

Designated relocation area: Grassy area behind the playground structure; moving to the WoodsEdge Student Building should shelter be required.

How will children be relocated?

In an event of a fire, teachers will carry infants out of the building and assist older students in exiting the building. Classroom teachers will be responsible for knowing the number of children in attendance daily. They must take attendance before and after exiting the building to ensure all children in their class remain in their supervision at all times.

Designated Alternate Shelter:

The Woodlands Fire Station #8

11800 Gosling Road

The Woodlands, TX 77381

281-367-3444

In an event that there is a need to transport children to an alternate shelter as many parents as possible will be contacted to transport their children home. All other KidsEdge children will be transported via vehicle to the designated shelter. Children will stay with their assigned teacher who will account for them until a parent or emergency contact is able to pick them up.

Communication:

Emergency Phone Number: Janna Ellen, KidsEdge Director's Cell Phone: (281) 216-7599

The director and assistant director will use both land lines and cell phones to contact the necessary WoodsEdge church staff and local authorities. Teachers will contact each child's parent in their class via cell phone.

Documentation:

Each teacher will have their assigned class list of parent and emergency contact telephone numbers on their class roster, carried with them for all evacuations. The director on duty will take the binder holding records for authorization for emergency care, contact information and child tracking system for children in care.

Arrival and Departure:

In order for our teachers to be fully prepared for their day, **children should not arrive before 9:00 am. A member of our administrative team will open the doorways to our pre-K and early childhood hallways shortly before 9:00 am each school day.** Teachers need time to clean their classrooms and prepare curriculum, please pick up your child promptly at 2:00pm. **It will be necessary to charge an additional fee when a child is not picked up by 2:05pm. The fee will be billed to your account and is \$3, with an additional \$1 charged for each minute after 2:05 pm.** We understand there are emergencies, in the event of one; please contact the KidsEdge office before 2:00pm.

Parking: Please do not park around the front circle in front of the church. Please use our parking lot when dropping off and picking up children. Children should never be left unattended in your car in the WoodsEdge parking lot.

What to bring each day:

- An extra change of clothes in a Ziploc back
- A snack and lunch complete with drink (all labeled with your child's name)
- Marked baby bottles (if necessary)
- Diapers (if necessary)
- A nap mat for rest time and security toys that should remain in your child's bag until rest time, nap mats must be labeled with your child's name

Guidelines for LUNCH

Please send your children a healthy lunch!

- If your child has a food allergy, we are required by the State of Texas to have written documentation from your child's physician.
- Please make sure the items are cut in to bite-size pieces
- We will not refrigerate or heat food, please send it in a thermos and pack an ice pack when necessary
- Please do not send juice unless it is 100% fruit juice.

Teacher Conferences:

If you would like a conference with your child's teacher, we would be so glad to arrange that for you! You are also welcome to schedule a conference with the director of KidsEdge Preschool at any time. Please just email jellen@woodsedge.org to do so!

Our three year old and Pre-K classes will hold parent/teacher conferences once a year. You are welcome to schedule a conference with your child's teacher at any time throughout the year.

*We wanted you to know that we have a room designated for nursing moms with comfortable chairs and privacy. You are more than welcome to use this any time during our hours of operation.

Communication:

Communication is such an important part of the success of our program and your child's positive experience with school. **Most of our communication will be done via email and send home folders.** The administrative team is here to answer your questions and help in any way we can. Please call the KidsEdge office phone number, (281)290-4724 during school hours or email us at any time. If a KidsEdge policy were to be changed, you would receive an updated copy and sign an additional form.

*At WoodsEdge Community Church our mission is to Love Jesus, Journey Together and Bring Hope!
At KidsEdge Preschool, we hope to show this in our actions and foster this in our KidsEdge families!*

KidsEdge Administrative Team:

Janna Ellen, *Director - jellen@woodsedge.org*

Krista Adkins, *Administration and Registration Director - kadkins@woodsedge.org*

Ashley Babitt, *Curriculum Director - ababitt@woodsedge.org*

Mandy Sand, *Tuesday Assistant Director - msand@woodsedge.org*