Parent Handbook

**2025-2026**



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**MISSION STATEMENT**

*Kids of the Kingdom Early Learning Center ensures an educational program that will provide every child with a variety of learning experiences in a loving Christian environment which aids in social, academic, and emotional development.*

**SCRIPTURAL BASIS**

...."*Let the children come to me, and do not stop them, because the kingdom of heaven belongs to such as these... Then He took the children in His arms, placed His hands on each of them, and blessed them.*" - Mark 10:14,16

...."*Teach a child how to live and make right decisions, and he will remember it all of his life.*" - Proverbs 22:6

...."*Love the Lord your God with all your heart, with all your soul and with all your mind.... Love your neighbor as yourself.*" -Matthew 22:33-39

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Kids of the Kingdom Learning Center

Christ the King Lutheran Church

**Kids of the Kingdom**

**Christ the King Lutheran Church**

**3803 West Lake Houston Parkway, Kingwood, Texas, 77339 (281)360-0288**

Senior Pastor Al Doering

Associate Pastor Doyle Theimer

Middle/High School Ministries Christian Bartholow

Director NextGen Kids Shea Pruhs

Preschool Director Toni Byrge

Assistant Director Helen Vine

Office Hours M/T/W/TH 8:00am – 3:30pm

Transitional Kindergarten Teachers Tiffany Larsen

M/T/W/TH 8:30am – 2:15pm

4-Year-Old Teachers Kristin Dekoekkeok

M/T/W/TH 9:00am – 2:15pm Brandi Williams

Michele Cazares

Stacey Allen

Mireille Gehant

3-Year-Old Teachers Wendy Corona

M/T/W/TH 9:00am – 2:00pm Maria Riveros

Therese Castillo

Emily Grage

Mother’s Day Out Teachers Bai Beatty

M/T/W/TH 9:30am – 2:30pm Krystin Meyer

Dina Garcia

Shelbee Hernandez

Natalie Barnes

Angela Gonzalez

KinderMusik – Wednesday Stacey Allen

Fit-n-Fun -Thursday Emily Fortner

Library – Monday,Tuesday Helen Vine

Spanish – Monday Mireille Gehant

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**2025-2026 Calendar and Hours**

**TK, Monday – Thursday 8:30 – 2:15pm**

**Preschool 4’s, Monday – Thursday 9:00am – 2:15pm**

**Preschool 3’s, Monday – Thursday 9:00am – 2:00pm**

**Mother’s Day Out, Monday – Thursday 9:30am – 2:30pm**

August 18/19….…………………….…………………………….…………………. Meet the Teacher

August 20……………………………………………………………………………First Day of School

September 1 ………………………………………………..……… No School(HISD Student Holiday)

September 16/17……………………………………….……………………………. Individual Pictures

September 22-25……………………………………………………….……….Grandparents Book Fair

October 2 ……………………………………………………………….…..Spirit Night at Jeremiah’s

October 13-16 …..…………………………………….…………… No School(HISD Student Holiday)

October 20 …………………………………………………… No School (Elementary School Holiday

October 23…………………………………………………………….…………………... Open House

November 24-27………………………………………….………… No School (Thanksgiving Holiday)

December 11…………………………………………….………………Christmas Program (3’s,4’s,5’s)

December 22-31………………………………………………………. No School (Christmas Holiday)

January 1-5…………………………………………….……………….. No School (Christmas Holiday)

January 6………………………………………………………….…………………… Return to School

January 19……………………………………………………….…... No School(HISD Student Holiday)

February 9-13….……………………………………………….…... No School(HISD Student Holiday)

February 16……………………………………………….….. No School (Elementary School Holiday)

February 17/18………………….….… In-house 2026/2027 Registration for currently enrolled families

February 19….…………………..….. 2026/2027 Registration for CTK Church Members/KOK Alumni

February 20 ………………….…….…………………………………….. 2026/2027 Public Registration

February 26………………………………………………………...………….Spirit Night at Crust Pizza

March 10/11 ….………………..…………………………….……. Individual Graduation/Class Pictures

March 16-19……………………………………………………………….…. No School (Spring Break)

March 23 ……………………………………………………...…No School(Elementary School Holiday)

April 6…………………………………………… ……..…….. No School Easter Monday KOK Closed

May 18 ………………………………………………………….……………… 4/5 Graduation Program

May 21 ………………………………………………………………………… Last day of School (KOK)

**Except for start and end dates, Kids of the Kingdom follows Humble ISD Elementary calendar**

**for holidays/breaks plus Monday April 6. Start/End Dates: School begins August 20, 2025 and**

**ends May 21, 2026.**

**WELCOME**

Welcome to Kids of the Kingdom (KOK)! We look forward to working with your child and family and appreciate the privilege to serve the Lord and our community through this ministry. KOK plans our Mother’s Day Out and Preschool programs to meet our mission to ensure an educational program that will provide every child with a variety of learning experiences in a loving Christian environment that aids in social, academic, and emotional development.

Parents are welcome to visit and observe their child at any time. Please check in with the office upon arrival, sign in, and wear a visitor nametag for identification. If you would like to have a conference for any reason, please contact your child’s teacher or the Director to schedule a time to meet.

Kids of the Kingdom Learning Center (KOK) is licensed by the Texas Department of Family and Protective Services (DFPS) and subject to all state minimum standards and guidelines. A bulletin board in the KOK office posts all permits. Licensing reports, compliance information, and a copy of the state minimum standards are available for review in the KOK office anytime.

Houston DFPS Licensing Office 713-287-3238

1330 E. 40th

Houston, TX 77022

Child Abuse Hot Line 1-800-252-5400 24 hours a day

DFPS Website [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**KIDS OF THE KINGDOM OFFICE**

Office hours are Monday-Thursday 8:00-3:00

Office Phone: 281-360-0288

Toni Byrge, Director

Email: [ToniB@Christ4u.net](mailto:ToniB@Christ4u.net)

Helen Vine, Assistant Director

Email: [HelenV@Christ4u.net](mailto:HelenV@Christ4u.net)

**STATEMENT OF NON-DISCRIMINATION**

Kids of the Kingdom Learning Center admits students of any race, color, religious belief, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in the program. We do not discriminate based on race, color, national or ethnic origin in administration of policies, admissions policies, and other school administered programs and policies.

**ELIGIBILITY OF STUDENTS** **AND ENROLLMENT**

Kids of the Kingdom Learning Center views every boy and girl in our preschool program as precious children of God. Our desire is to nurture them with the love of Christ. KOK enrolls children for the preschool program based on their age by September or October 1 of the year being enrolled. Registration for the Fall will begin in the Spring of that year and will continue until all classes are full. Early registration opportunities are offered to currently enrolled families, Christ the King Church members, and KOK alumni. All our programs release spots on a first come first serve basis. We are unable to reserve a spot in a program without the necessary registration form and registration fee. All registration fees are non-refundable.

-Children entering our Mother’s Day Out program must be 18 months by September 1 of the enrollment school year.

-Children entering the 3-year-old preschool program must be 3 years old before September 1 of the enrollment school year and toilet trained.

-Children entering the 4-year-old preschool program must be 4 years old before September 1 of the enrollment school year and toilet trained.

-Children entering the TK Program must be 5 years old before September 1 of the enrollment school year and toilet trained and/or completed the 4’s Program at KOK.

-KOK reserves the right to adjust enrollment guidelines according to each child and family’s individual needs. The September 1 deadline can be changed by the Director depending on each individual child and family.

The following forms must be turned in before the first day of class.

\_\_\_\_\_ Registration Form for current year (both sides completed, signed)

\_\_\_\_\_ Registration Fee

\_\_\_\_\_ Signed Health Form

\_\_\_\_\_ Signed/Stamped Current Immunization Record

\_\_\_\_\_ ProCare Photo Release

**TUITION**

KIDS OF THE KINGDOM will accept cash, check (made payable to KOK), or ProCare application electronic payments. Any check fees or electronic payment fees are the responsibility of the parents/caregivers.

Tuition checks may be sent in your child’s folder Tuition cash payments must be brought to the KOK office staff. A receipt will be prepared for all cash payments. Please do not put cash payments into your child’s folder. Credit Card or bank withdrawal payments can be made through the ProCare application. All Fees associated with ProCare are to be paid by the parent/caregiver.

Registration fees and paid tuitions are non-refundable. Credit or refunds will not be given for a child's absences caused by holidays, weather, and childhood/family illnesses. In the event of a voluntary prolonged absence (vacation), a parent is expected to make regular tuition payments to hold their child's place in the program. If students need to stay home for illness or quarantine as recommended by health authorities, a parent is expected to make regular tuition payments.

A charge of $35.00 will be made for a returned check. Delinquent tuition will be cause for removal of the child from the program. After 2 insufficient funds to ProCare the family will need to pay by cash or money order to the office.

Rates and fees are per child.

The tuition schedule for 2025-2026 school year is 1 prorated payment in August and then 9 equal payments. The first prorated payment is due by August 15, 2025.The next 9 payments are due by the 1st of each month September through May. Tuition payments received on the 10th or after will be charged a $25.00 late fee. After you receive two $25.00 late fees, due to not paying tuition on time, your child may not return to KOK until the balance is brought to current.

Monthly tuition is based on attendance for the entire school year according to the Kids of the Kingdom schedule. Some months may have more or less days than others; however, the monthly tuition remains constant both for your convenience and our budgeting. If you have a question concerning tuition, please feel free to contact the KOK office.

**WITHDRAWAL**

If you need to withdraw your child, please provide a 30-day notice to allow us to enroll a child from the wait list. All paid tuition and registration fees are non-refundable.

Kids of the Kingdom reserves the right to remove a child from a classroom and/or the program. We will work with parents to avoid this, if at all possible. The safety and well-being of the children in our care is our utmost concern. Some causes for removal are behavior issues, non-payment of tuition, and parent non-compliance with school policies, child not participating in classroom activities over a period of time and needing 1 on 1 attention from a teacher.

All 3’s, 4’s and 5’s need to be potty trained to be in the classroom. We understand accidents happen and we will access each situation. If your child has 2 or more potty accidents in a week, we may suggest keeping them home for a week to work on potty training. (Tuition will still need to be paid to hold their spot). If we send home 2 or more times for additional training we will discuss removal from the school. Our 3, 4, and TK Programs are for potty trained children only., If a child continues to have bathroom accidents we may ask parents to keep the child home for a number of days to work on this and/or withdraw the child from KOK if the problem cannot be solved that satisfies Kids of the Kingdom and the family.

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| --- | --- | --- | --- | --- |
| **1st &2nd** | **Class** | **Days** | **Time** | **Registration Fee Monthly Tuition** |
|  | MDO | M/W | 9:30 – 2:30 | $190 $265 |
|  | MDO | T/TH | 9:30 – 2:30 | $190 $275 |
|  | MDO | 3 days | 9:30-2:30 | $215 $410  KOK will contact you with options for a 3-day MDO if available.  (Please circle days you are interested in)  **M T W TH** |
|  | MDO | M/T/W/TH | 9:30 – 2:30 | $250 $505 |
|  | 3 yrs. | T/W/TH | 9:00 – 2:00 | $215 $410 |
|  | 3 yrs. | M/T/W/TH | 9:00 – 2:00 | $250 $505 |
|  | 4 yrs. | M/T/W/TH | 9:00 – 2:15 | $250 $505 |
|  | 5 yrs. | M/T/W/TH | 8:30 -2:15 | $290 $550 |
|  | Before care | M/T/W/TH | Between 8:00-9:30 | $40 $15 Per Hour |
|  | Aftercare | M/T/W/TH | Between – 2:00-3:30 | $40 $15 Per Hour |
|  |  |  |  |  |

**COMMUNICATION WITH PARENTS**

KOK will use the ProCare early education application to manage check-in, attendance, enrollment, tuition billing, online payments, photo sharing, and parent and staff communications. KOK office staff will read ProCare messages and reply as soon as possible Monday-Thursday 8:00-3:00. KOK teachers will check ProCare messages before student arrival and after student dismissal on scheduled school days. Parents should call the school for anything that needs immediate attention at (281) 360-0288. ProCare messages sent after school hours will be checked the next school day 8:00am-3:00pm

In addition to the ProCare application, KOK will use email, newsletters, phone conferences, and in-person conferences. School communication such as newsletters, reminders, calendars, and notices will be sent home with your child.

If KOK has a change in policy or procedure, you will receive notice. Please look for these communications and read them.

If you need to contact the office or your child’s teacher for any reason during school hours, please call the office at 281-360-0288. You may send a ProCare messages directly to your child’s teacher during classroom hours, but the office will be checking these messages and relaying them to the teacher. You are welcome to contact the office or Director by phone, ProCare or email.

KOK teachers are happy to conference with you by phone or in-person by appointment. Please do not conference with staff during drop-off or pick-up. The priority at these times is the safe and efficient arrival and departure of students. If you would like to have a conference, please contact your child’s teacher to arrange a time to do this. You may also speak to the Director during school hours. Formal Parent/Teacher conferences will be scheduled as needed and each spring for all Preschool four- and five-year-old students.

We want you and your child to be happy! Our MDO and Preschool program are for the benefit of families and community we serve. If you feel there is a problem, please talk with your child’s teachers or the Director as soon as a problem arises so we can work together to best support your child and family.

**PARKING LOT SAFETY**

Obey all parking lot signs and drive SLOWLY. The Christ the King/KOK parking lots are NO CELL PHONE areas for the safety of our students. Refer to map for traffic flow instructions.

Extended care and Preschool 3/4/5 students will be dropped-off and picked-up using the carline and circle drive doorway. Under no circumstances should a child be dropped off at the curb or be allowed to cross the parking lot. All students must be signed in and out by their parents and/or authorized caregivers as part of the car line procedure using the ProCare application. We appreciate your cooperation with this process. When using the carline, children will exit or enter your vehicle on the passenger side only. At dismissal, parents are responsible for securing all child restraints. Please do not leave your vehicle unattended in the circle drive and never leave a child alone in the car.

**ARRIVAL AND DEPARTURE**

Parents or authorized persons should follow the directions of the parking lot signs to form a line at the back of the lot leading to the circle drive entrance (see map) for car line drop-off or pick up. School personnel will assist in unloading students at their designated arrival times at the circle drive doorway. Students must be signed in/out by their parents and/or authorized caregivers as part of the car line procedure. We appreciate your cooperation with this.

Parents or authorized persons who come to pick up the children will again form a line at the back of the lot leading to the circle drive doorway. Place the carpool sign in the right-hand side of the front window for quick recognition. School personnel will begin dismissing and loading children into appropriate vehicles on the passenger side only at 2:00pm. Students must be signed out by parents and/or authorized caregivers as part of the car line procedure. All parents and authorized people to pick up your child should have a driver’s license available. At dismissal, parents and authorized pick-up people must have a child safety seat in the car and are responsible for securing all child restraints.

Under no circumstances should a child cross the parking lot or traffic to enter the building, be dropped off at the curb, or be allowed to enter the building alone.

Parents should notify the KOK office directly with changes in your child’s normal pick-up at 281-360-0288 or by the ProCare application. PLEASE NOTE the office will check all Driver’s License for approved pickup person until we know that person. If you send someone that is not on your approved pickup list, we will not release the child until we have spoken to you. Please understand this is for the safety of the children.

If you cannot be there to pick up your child at the appropriate time, call the Director/Office at 281-360-0288 or send a message on ProCare.

**EARLY CARE/EXTENDED CARE ARRIVAL AND DEPARTURE**

All early care and after care students will use the car line system above for arrival and departure and must be signed-in and out each day by parent or authorized caregiver. Early care students may not be dropped off prior to 8:00AM and after care students must be picked up by 3:30 PM Monday-Thursday. Please do not leave children unattended in the car.

Extended care students will be escorted by teachers and signed in by the extended care staff each afternoon after their MDO or preschool class has ended. Extended care students must be picked up and signed out by parent or an authorized person. All parents and authorized people to pick up your child should have a photo driver’s license available. The latest pick-up time is 3:30 PM Monday-Thursday. Please be prompt in picking up your child. A late fee of $1.00/minute will be assessed if you are late picking up your child from extended care. After 5 times of being late to pickup your child the late fee will be $5.00 per minute. This could also be cause for dismissal from the center.

**LATE ARRIVAL**

If you arrive after the car line is complete, please park and bring your child to the building for arrival check-in. Please park in the back parking lot and walk them up the sidewalk to the door.

**RELEASE OF CHILDREN**

Students will be released ONLY to parents and authorized people to pick up your child listed on your child’s enrollment form. Please update this list when necessary. For your child’s safety, individuals who present to pick up your child must be listed on the authorized to pick up list and present a driver’s license to be copied and put into the child’s file. All children must be signed out by a parent or authorized person to pick up. Children will not be released to unknown or unexpected claimants. Your child’s safety is our priority and parents will be contacted as needed for any issues that may arise. When notifying us of a person picking up your child, we need their complete name, address (both of which are the same on their Drivers License). We will check against the license when they arrive to pickup your child. If there are any discrepancies we will call you to confirm.

**CHANGE OF PICK-UP**

If your child’s typical homegoing routine will be different, please call the Office at

(281) 360-0288 or notify us on the ProCare Application

**WHAT TO BRING**

LABELING-Please label all items you send to KOK with a sharpie marker.

MDO- KOK has provided a washable tote for your child. Please send the following items every day: a lunch, morning snack, water bottle/sippy cup, pacifiers, a washable nap mat, rest time lovey if your child has one. Please clearly label all these items. Please follow your child’s teacher’s guidance for sending diapers and change of clothes at the start of the year and as needed. It works well to put a change of clothing in a large Ziplock and label it. It will be there in case your child needs it. Please label everything you send to school. Sharpie markers work best for this. Please send jackets/sweatshirts as weather indicates. Clearly label ALL your child’s items. All children must wear closed toe shoes for active and outdoor play. Please NO sandals, flip-flops, crocs, or boots. Your child’s teacher will provide information about nap mats for rest time. Please wash your child’s nap mat a minimum of weekly and if soiled.

PRESCHOOL-KOK has provided a washable tote for your child. Please send the following items every day: a lunch, morning snacks, water bottle. Please follow your child’s teacher’s guidance for sending a change of clothing to be kept at school. It works well to put a change of clothing in a large Ziplock, label it, and keep it in your child’s school bag. It will be there in case your child needs it. Please label everything you send to school. Sharpie markers work best for this. Dress your child for play in comfortable, washable clothing that he/she can manage well in the bathroom. Your child will have play with paints, sand, glue, and other things that could ruin “good clothes”. Please send jackets/sweatshirts as weather indicates. Clearly label ALL your child’s items. All children must wear closed toe shoes for active and outdoor play. Please NO sandals, flip-flops, crocs, or boots.

EXTENDED CARE AM – We do not allow food in Before Care.

EXTENDED CARE PM – Kids of the Kingdom provides all snacks in After Care.

LUNCHES

Please be sure to pack your child a nutritious lunch and water daily. Kids of the Kingdom is not able to provide refrigeration or reheating of foods. All preparation must be done by parents in advance and foods should be ready to eat by your child (peel/slice fruits and cut sandwiches). Please do not send candy, gum, or carbonated beverages. Teachers will assist children in opening and unwrapping food items, but please send foods that your child can eat themselves. Parents are responsible for supplying all their child’s meals and snacks. KOK is not responsible for the nutritional value of the food sent from home or for meeting the child’s daily food needs. Please wash reusable containers and water bottles daily.

SNACKS

Each child will bring his/her own labeled snack daily. Please separate your child’s snack from their lunch. KOK will provide water at snack time or any other time a child requests it. KOK is not responsible for the nutritional value of the food sent from home or for meeting the child’s daily food needs.

WATER BOTTLE

Send a labeled water bottle that your child can self-manage to school daily. KOK will provide water at snacks, meals, and anytime a child requests it. Please clean water bottles/cups daily.

**WHAT NOT TO BRING**

Children should not bring any toy or personal items to the classroom except on days designated by the teacher for a special event or occasion. Please do not send candy, gum, or carbonated beverages to school with your child.

NO guns, knives, swords, or weapons of any kind, real or pretend, are permitted at school. Children may not bring these items for show-n-tell, sharing, or to accompany costumes.

**TOILETING**

Please help your child succeed with toilet training by sending them in clothing they can manage on their own. This will build their self-care skills and confidence!

MDO children have their diapers routinely checked/changed before and after playground time, before naptime, and at additional times throughout the day as needed. MDO children who are toilet trained often regress in new situations, which is to be expected. Please send adequate clothing and supplies (pull-ups/diapers/underwear) in preparation for toilet accidents. Please discuss the best plan and supplies to support your child’s needs with his/her teachers.

Preschool Children (3/4/5) are required to be toilet trained. We realize accidents do happen, but due to limited changing areas and times, we must limit this as much as possible. If toileting incidents become a regular occurrence parents will be contacted. Kids of the Kingdom reserves the right to have a child stay home for an extended period of time to receive help from parents with toilet training. KOK will not return or refund any tuition during this time as to hold the child’s spot. Kids of the Kingdom reserves the right to terminate a child due to not being potty trained.

**MDO STUDENTS REST TIME**

There is a time set aside each day for rest/sleep for children enrolled in our MDO program. Parents will provide a 1” padded mat or blanket for your child to lie on at rest time. If a child is unable to sleep, they are encouraged to lie quietly on their mat for a while so that the other children can rest/sleep. If they continue to stay awake, they will be given a quiet activity (book or puzzle, etc.) to do on their mat or with the teacher while the others rest. KOK teachers will help your child be comfortable. If your child consistently cannot rest or is disruptive during this time you may be asked to pick them up prior to nap time.

**BREASTFEEDING AREA AVAILABLE**

A comfortable and private room is available in the CTK Childcare area if you would like to breastfeed your child or pump. Please see the Director/Administrative Assistant for assistance.

**PARENT PARTICIPATION**

KOK loves to welcome our parents and families! Parents are welcome to visit the school to observe their child and the program during operating hours. KOK also has celebrations through the year that include parents and caregivers.

Document drop off, information day, and Meet the Teacher are scheduled the week before school starts. Your child’s teachers will call to schedule a time for a classroom meet and greet with your child/family.

Parents are encouraged to contact the Director or their child’s teacher to ensure open communication to best meet the needs of their child.

**DISCIPLINE AND GUIDANCE**

Our view on discipline is one of first, gentle verbal correction then redirection. When a child is shown the correct way to respond to a situation, we then encourage them to use what they have learned in a new situation. Only if these attempts fail do we use a brief, supervised time out. A brief time removing the child from the activity or group that presented the difficulty. Persistent inappropriate behavior (rude, disrespectful, hurtful to others or self) that does not respond to any of the above actions will result in the child being taken to the Director’s office and parent notification. In the rare event inappropriate behaviors are a danger to self or others, a parent may be called to remove the student for the remainder of the day. KOK and parents will work together to help children overcome inappropriate behavior. Because KOK prioritizes the safety and well-being of all our students, if efforts to change inappropriate behavior fail, KOK reserves the right to suspend or terminate a child’s enrollment. Consistently not listening and/or not participating in class will result in contacting the parent and having the child removed from KOK for a specific time. KOK reserves the right to remove any child that has bitten, hit, pinched another child or teacher accessively.

Discipline must be:

1) Individualized and consistent for each child;

2) Appropriate to the child’s level of understanding; and

3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

2) Reminding a child of behavior expectations daily by using clear, positive statements;

3) Redirecting behavior using positive statements; and

4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1) Corporal punishment or threats of corporal punishment;

2) Punishment associated with food, naps, or toilet training;

3) Pinching, shaking, or biting a child;

4) Hitting a child with a hand or instrument;

5) Putting anything in or on a child’s mouth;

6) Humiliating, ridiculing, rejecting, or yelling at a child;

7) Subjecting a child to harsh, abusive, or profane language;

8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and

9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

**ILLNESS**

If your child is not feeling well, please do not bring him/her to school. Even a non-contagious child who is ill will not be able to fully participate in activities, will not enjoy their school day, and will detract from the enjoyment of the other children and the effectiveness of the teacher. We will not accept a child who is sick. If a child appears ill upon arrival, you will be asked to take the child back home. Common symptoms of illness are fever, diarrhea, vomiting, headache, fatigue, sore throat, congestion, cough, irritability, rash, and other symptoms.

If a child becomes ill while at KOK, but does not require immediate treatment by a health-care professional or hospitalization, KOK staff will:

(1) Contact the parent to pick up the child

(2) Care for the child apart from other children

(3) Give appropriate attention and supervision until the parent picks the child up and

(4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If parents cannot be reached, the school will contact one of the authorized to pick up/emergency contact persons from your child’s enrollment form.

Parents should notify KOK when your child is ill with a communicable disease. Some of the more common communicable conditions include (the common cold, flu, conjunctivitis, strep throat, ringworm, head lice, and COVID-19).

A child who was ill may return to your child-care center when the child is free of symptoms of illness for 24 hours or more and/or parents have obtained a health care professional's statement that the child no longer has an excludable disease or condition and is able to return to group care. Some illnesses require resolution of symptoms and isolation periods according to public health recommendations and healthcare professional guidance. Parents should consult their child’s healthcare provider.

**MEDICATION**

KOK teachers and staff are unable to give medication unless it is for emergency purposes such as asthma or allergic reactions. Children who require emergency medication to be available for them should discuss this with the Director. KOK must have a completed authorization to dispense medication form, a FARE form/action plan signed by a healthcare provider, and the emergency medication available to be kept at KOK. Medications must not be expired, be in the original container, labeled with the child’s full name, and include directions for use.

**ALLERGIES**

If your child has a special dietary need or food allergy, we need to know about these special care needs. Please indicate this information on the registration form, and also let your child’s teacher know immediately. We will do everything we can to ensure your instructions are followed.

If a child has a known allergy, parents must have the child’s health care professional complete the FARE sheet and a complete food allergy emergency plan for your child. The plan must include a list of each food the child is allergic to; possible symptoms if exposed to a food on the list; and the steps to take if the child has an allergic reaction. KOK will inform all employees of the child’s allergy. The FARE action plan with a photograph of the child will be posted in the child’s classroom where the child eats. Copies will also be put in the child’s file in the office and in the emergency documents kept with the teacher during school hours. Children with allergies who require emergency medication to be available for them must have a completed/signed/dated authorization to dispense medication form, a FARE form/action plan signed by a healthcare provider, and the emergency medication available to be kept at KOK in the office. Medications must not be expired, be in the original container with the pharmacy label intact, labeled with the child’s full name, and include directions for use.

Please also note that permission to participate in food activities in which the parent designates “yes” or “no” is a portion of the KOK enrollment form signed by parents.

All KOK employees receive 24 hours of continuing education each year. It is required to have “preventing and responding to emergencies due to food or an allergic reaction” included in annual training.

**HEARING AND VISION SCREENING**

Any child enrolled at KOK that has reached four years of age must have his/her hearing and vision screened. Many Doctor’s offices perform this screen at the 4-year-old well check. KOK requires this Hearing/Vision Screening by February 1 of each year.

**IMMUNIZATIONS/HEALTH**

Children’s records must be current at the time of admission, or your child will not be permitted in school until the records are complete. This includes completion of all parts of the registration form, immunization records, and a health form completed by your child’s physician. A child that has received their immunization must stay home 24 hours before returning to school.

Please provide updated Health records to KOK as soon as changes are made.

All children enrolled at KOK must meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). All immunizations for the child’s age must be completed by the day of admission unless:

1. The child is exempt or excepted from immunization, and the exemption or exception is verified by the date of admission; or

2. The child is homeless or a child in foster care and is provisionally admitted for up to 30 days if evidence of immunization is not available. You should immediately refer the child to an appropriate health-care professional to obtain the required immunizations. The DSHS rule at 25 TAC 97.66 (relating to provisional enrollment for students) establishes the guidelines for provisional enrollment.

A child that has received their immunizations need to wait 24 hours before returning to school.

**SUNSCREEN AND INSECT REPELLANT**

KOK employees do not apply sunscreen or insect repellant to children at school. If necessary, please apply these items before sending your child to school.

**MEDICAL EMERGENCIES**

If your child has a medical emergency, KOK staff are trained in CPR/First Aid. KOK staff will administer appropriate first aid and contact 911 Emergency Medical Services (EMS) if necessary. KOK will arrange for emergency transportation to Northeast Medical Center in Humble or the nearest emergency medical facility, if necessary. The child’s teacher and/or Director will accompany your child to the hospital. KOK will contact a parent in the event of an

emergency at the numbers provided on the registration form. If neither parent is available in an emergency, KOK will contact the emergency contact people listed on the registration form. At no time will a staff member drive with a child unless accompanied by another adult. The child will be transported by an ambulance or other such vehicle, when necessary. No emergency treatment will be given without parental consent, except in a life-threatening situation.

**FIELD TRIPS**

The 3’s have a field trip to the Kingwood Library and the Town Center for a Field Trip – Parents are to bring them to the library and stay with them the whole time.

The 4’s have a field trip to Old MacDonald Farm – Parents are to bring them to the Farm and stay with them the whole time.

The TK class have a Field Trip to Marco’s Pizza and then to a neighborhood park. Parents are to bring them for the Field Trip and stay with them the whole time.

**BIRTHDAY**

Birthdays are important and we like to make these events happy occasions! If parents want to send a food item for their child to share with their classmates for their birthday, please check with your child’s teacher for suggestions and allergens to avoid. If you would like to send a non-food treat, some examples could be a sticker for each child to have/wear or a special story sent in to school to be read to the class. Please discuss your plans with your child’s teacher ahead of time.

Teachers may pass out party invitations at school only if every child in the classroom is given an invitation. We appreciate your understanding and cooperation.

Students who have summer birthdays will be given an opportunity for a “special day” in the school year. Your child’s classroom teacher will plan this with you.

**PHOTOGRAPHY**

We love to record your child’s special moments at school with photographs taken with KOK Ipads. Teachers will share pictures of your child via the ProCare application. KOK will have class photos taken in the spring and send a print of this image home to our families. Photographs of your child are also used in crafts, memory books, bulletin boards, and class photo albums.

Please note that parents/families are invited to the special events at KOK and we have many people participating. KOK is not able to regulate photography for these events. These events are optional, and parents may choose to have their child not participate in these events for any reason. These events include classroom holiday celebrations, Thanksgiving Feast, The Christmas Program, Donuts with Dads, The Mother’s Day Tea, and the Graduation Program.

**EMERGENCY PLANS**

KOK has emergency plans in place for fire, severe weather, shelter-in-place, accidents, illness, food allergy emergencies, intruder/lockdown, and off-site evacuation and relocations.

**DRILLS**

In accordance with state licensing regulations, KOK students and staff will practice fire, severe weather, shelter in place, and intruder drills (quiet drills). We practice two drills a month.

**SEVERE WEATHER POLICY**

If severe weather is imminent, Kids of the Kingdom (KOK) will follow the guidance of the Humble Independent School District (HISD) and local authorities. If HISD cancels classes due to weather, prior to the school day starting, KOK will do the same. KOK will send a ProCare notification to all families in this case as soon as possible. No children will be received by Kids of the Kingdom Learning Center on a cancelled school day. If HISD classes are in session, KOK will have class according to our normal schedule. If you choose to not send your child to school for any reason, please contact the KOK office and office staff will notify your child’s teacher. If a parent or authorized person to pick up wants to take a child out of class early, please contact the office. Normal pick-up and sign-out protocols will be followed, and all children must be signed-out by a parent or authorized caregiver. Please follow all weather and safety recommendations from authorities.

In the event of a natural disaster or emergency declaration, KOK will follow the requirements of Childcare Licensing, local and state health authorities, and the Centers for Disease Control. Kids of the Kingdom will be open for our planned hours of operation at the discretion of the Director and the Christ the King leadership.

**EVACUATION/RELOCATION**

In the event we need to evacuate the building/KOK campus, our relocation site is to the south on West Lake Houston Parkway at Creekwood Middle School, 3603 W. Lake Houston Parkway, (281) 641-4400. In the event we need to evacuate the immediate area, our relocation site is Shadow Forest Elementary School, 2300 Mills Branch Drive, (281) 641-2600. KOK will contact emergency personnel for assistance and transport. Parents will be notified of any evacuation. Signs will be posted on the doors at KOK to alert parents as to where the children are and KOK employees will notify parents of relocation and where to pick up their children.

**GANG-FREE ZONE NOTIFICATION**

Under Texas Penal Code, any area within 1000 feet of a childcare center is a gang free zone. Criminal offenses in these areas are subject to harsher penalties.

**PREVENTING AND RESPONDING TO CHILD ABUSE OR NEGLECT**

State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services or to a local law enforcement agency. The Texas DFPS Keeping Children Safe Page, phone number for reporting abuse or neglect, and the DFPS Reporting Basics guidelines (procedures for reporting) are posted in the KOK office for use by employees and parents.

All KOK employees receive 24 hours of continuing education each year. At least one of those hours must focus on prevention, recognition, and reporting of child abuse and neglect, including: factors indicating a child is at risk for abuse or neglect; warning signs indicating a child is being abused and/or neglected; and procedures for reporting child abuse or neglect.

**PLAYGROUND**

The KOK Playgrounds are open to the public after school hours. Please follow these rules while on the KOK Playgrounds:

1. Playground is designed for 3-5 years only
2. Use Playground at Your Own Risk
3. Parent Supervision is recommended at ALL times