



Restoration **KIDS**




Learn-N-Play


HELPING CHILDREN REACH THEIR
GOD GIVEN POTENTIAL

2018/2019

Parent Handbook



410 Rucker Road
Alpharetta, GA 3004
770.751.9697 (church office)
470.387.0112 (Learn-N-Play office)



Dear Parents,

Thank you for your interest in Restoration Kids Learn-N-Play. Our goal is to provide each child the best of early childhood education, so that they might develop to their fullest potential physically, academically, emotionally, socially, and spiritually.

Please read through this handbook entirely. If you decide to enroll your child(ren), you will need to complete the following items and turn them into the Director, in person:

Registration Application

Registration and Supply Fees

Immunization Certificate (Ga form 3231) from your pediatrician

Incomplete applications will be placed on a waiting list until all three items have been turned in. Families will have 30 days to obtain the immunization certificate provided all of the other information is complete and all fees have been paid.

If you have any questions regarding our program, please call 770-752-9697 or email lisa@restorationchurch.faith

Blessings,

Cindy Hunnicutt
Family Ministry Pastor

Lisa VanDine
RKLP Director

Restoration Kids Learn-N-Play is a ministry of Restoration Church

About Our Program

Vision Statement

Helping children reach their God given potential.

Mission Statement

We understand that children need time to just be kids and that all children develop at different paces. Our mission is to provide a safe, loving place to have fun and learn. Classes will be structured around the ages and stages of development of the children. Each age group will be introduced to Bible stories and songs, and will be introduced to concepts such as letters, numbers, colors, and shapes. Gross and fine motor skill development will be addressed at an age appropriate level. The main focus of each day will be to have fun while developing a deeper understanding of God and how He desires a daily relationship with us.

Belief Statement

We believe that children are a gift from God, each created for a purpose.

For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do. Ephesians 2:10 NIV

We believe that it is never too early to introduce a child to the love of Jesus. We will strive to meet the physical, emotional, social, and spiritual needs of each child as an individual. We will accomplish this through songs, crafts, bible stories, and play time. Each day will be planned around the focus of learning about the love of Jesus.

He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Mark 10:14 NIV

We believe that showing others the love of Jesus is of the utmost importance.

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself." Matthew 22:37-40 NIV

Purpose

To create a weekday preschool program that serves as a ministry to families at Restoration Church and the surrounding community who are looking for quality, Christ-centered part time childcare. This program will strive to provide each child the best early childhood education so that they might develop to their fullest potential physically, mentally, emotionally, socially and spiritually.

Religious Practices

Every child at Restoration Kids Learn-N-Play will participate in the following: prayer in the classroom; blessings before meals and snacks; weekly chapel that will include - Bible teaching, singing, Bible verse memorization; pledges to the American flag and the Christian flag; curriculum based on Bible stories and principles; celebrations of Jesus Christ's birth at Christmas, His resurrection at Easter, thanking God for His many blessings at Thanksgiving.

More about what we believe at Restoration Church can be found on our website at restorationchurch.faith

Ages

The program is for children eight weeks of age to pre-kindergarten. Classroom assignment will be determined by the child's age as of August 31, 2018.

Hours Of Operation

Restoration Kids will operate Monday through Thursday from 9:00 am - 1:00pm.

Inclement Weather

Restoration Kids will follow Fulton County School System (FCSS). If FCSS closes, we will close. If FCSS delays school opening, Restoration Kids will close. Please watch the local news to see what FCSS has decided. We will

also update the Director's voicemail. In class of an early dismissal, we will contact parents and then emergency contacts as quickly as possible.

Enrollment

Enrollment to RKLP will be on a first come, first serve basis. Families who are currently enrolled will be given the first opportunity to enroll. Second will be Restoration Church members and then enrollment will be open to the public. All applications must be completed, and all fees must be submitted with the application. Applications and fees that are incomplete will be placed on a waiting list until the application is complete. If you refer a family member, friend or neighbor and they complete the enrollment process and attend the program, you will be given a \$25.00 discount on your next tuition statement.

If you only need occasional childcare, we offer drop-in service for children eight weeks old to pre-kindergarten. We must have 24-hour notice and if space is available in the age appropriate classroom, the child may drop-in from 9:00 am - 1:00 pm for a prepaid fee of \$25.00 per day.

We encourage all parents, guardians or other family members to be involved in the program, participate in special events and provide feedback on the program to the director. All children are admitted to RKLP without regard to race, culture, sex, religion or national origin.

Teacher/Student Ratios

Teacher to Child Ratio

Infants 1:4

Ones 1:6

Twos 1:8

Threes 1:8

Fours 1:8

Tuition And Fees

Tuition is due by the 5th of each month. Tuition statements will go home the last week of the preceding month. The statements will either be handed to the parent at pickup or will be in a folder in the backpack. A late fee will be added to all past due accounts and are added per child enrolled. If you

are unable to pay your tuition, please set up a time to meet with the director, who will create a mutually agreed payment plan.

Any account that is 60 days overdue will result in the child being withdrawn from the program. A fee of \$20.00 will be applied to any returned checks. If there are two or more returned checks, all other payment must be made in cash.

Checks should be made out to Restoration Church of God. Payments in cash will only be accepted if they are in a sealed envelope with the child's name, the payment and the date paid clearly printed on the envelope. All cash payments must be given to the director only.

Pick up time is 1:00pm. If a child is repeatedly not picked up by 1:00, a late fee of \$1.00 per minute will be charged. If the child is not picked up by 1:15, the parents will be called. If they are not reached, the emergency contacts will be contacted.

A two week notice in writing is required to withdraw a child from the program.

Tuition remains the same each month regardless of school holidays, inclement weather closures or student absences.

Tuition rates:

Babies/Ones - \$205/month - 2 days/week

Twos - \$275/month - 3 days/week

Threes - \$350/month - 4 days/week

Fours - \$370/month - 4 days/week

Discounts

A 10% discount of tuition is given to members, regular attenders, and employees of Restoration Church. Regular attenders are defined as any family that has regularly attended RC for one year or more. Attendance can be verified through the church's database. If you wish to pay for the entire year's tuition when your child is enrolled, you will receive a 10% discount.

Registration/Supply Fees

There will be a registration fee of \$50 per child charged each year.

There will also be a supply fee charged at enrollment each year.

Supply fee:

Babies/ones-	\$40
2's	-\$50
3's	-\$65
4's	-\$80

The supply fee will be used to purchase classroom supplies. The supply fee may be paid in 2 equal installments. The first is due with the registration fee and the second will be due with the tuition in January.

Drop off and Pick up

Drop off begins at 8:40. Children are not allowed to be dropped off before that time.

Pick up is promptly at 1:00. Please make sure you arrive in time to park, come into the building and get your child by 1:00 pm. Only those people listed on the registration form will be allowed to pick up your child. If the need arises for someone else to pick up your child, that person's name and relation to the child must be given in writing to the child's teacher or director.

What To Bring

Parent must provide a backpack or diaper bag with diapers and an extra change of clothes. Pacifiers and sippy cups are allowed in the one and two year old classes but will only be used as needed and will be placed in the backpack as soon as possible. All these items **must have** the child's name printed clearly. No personal items from home are allowed at school. We do not want a favorite item from home to be lost or broken.

Children enrolled in the babies class will be given specific instructions on how food and formula must be sent into the class.

Each child should also bring a lunch with them everyday, There is not a refrigerator or microwave available for student use. If a lunch is not sent with your child they will be fed a “Lunchable” type lunch and you will be charged \$5.

Discipline

Our staff is trained to use redirection as much as possible in the classroom. A time out will be used when needed and will be one minute per year of age. Teachers will then discuss with the child their inappropriate behavior and encourage the child to use a better more appropriate behavior from then on. If teachers see a repeated negative behavior, they will communicate that to the parents and will partner together to lead the child into more positive behavior.

Donations

Each parent (infant class excluded) will provide a warehouse sized snack at the beginning of each month. This donation is due by the 5th of each month. If the snack has not been received by the 10th of the month, a \$10.00 snack fee will be added to the monthly tuition and a snack will be purchased for the classroom. You will be notified in person and in writing if there is an allergy in your child’s class that would restrict what you may bring to the class. Teacher will post a list of snacks that they deem appropriate for their class.

Students in the three and four year old classes may be asked to bring school supplies. This is up to the individual classes. The teacher will give parents a list at open house of items they require. Each class may also have a wish list of items they will be using frequently and would accept donations of these items any time throughout the year.

Potty Training

Children who are three, four or five years old by September 1st must be potty trained. RKLP’s definition of potty trained is as follows:

- >Knows when he/she needs to go and communicates that to the teachers

- >Needs very little to no assistance with wiping and undressing/redressing
- >Is in underwear all day
- >Is accident free during school and aftercare

Children in the two year old class and younger are not required to be potty trained. Should you begin the potty training process, please communicate with the child's teacher and she will work with your child during school and aftercare hours. Children may not come to preschool in underwear until they have been accident free for two weeks or more.

Wellness/Allergies

Families must notify Restoration Kids immediately if your child is diagnosed with any type of allergy. We must have a typed explanation of the allergy, symptoms, and care. A list of the child's allergies will be posted in the office and the classrooms. For food allergies, we will communicate the allergies to the other parents in the class so they will only bring snacks that are appropriate.

A Georgia state immunization form 3231 must be on file for every student. Please obtain this completed form from your pediatrician. If any of the information should change (ex: your child gets other immunizations) please provide the office with an updated form. If you choose not to immunize, an opt out form is required to be kept on file.

Listed below is the state's wellness policy. For the health and safety of each child, Restoration Kids strictly adheres to this policy. If we see any of these symptoms or see any reason for concern, we will ask that the child be picked up. Children cannot return until they are free of the symptoms for 24 hours or they have been on antibiotics for more than 24 hours. Please partner with us to keep each child as healthy as possible by keeping your child home from the beginning of any signs of symptoms.

- Fever
- Green or Cloudy Runny Nose
- Runny, Pink or Infected Eyes
- Vomiting and/or Diarrhea
- Inflamed Mouth or Throat
- Croup
- Symptoms of childhood diseases (scarlet fever, mumps, measles, chicken pox)

- Skin infections such as boils, ringworm, impetigo, staph, or any unexplained rash

Curriculum And Classroom Environment

The educational environment in each classroom is designed for that specific age. All classrooms, except for Infants, teach from a faith based, academic curriculum. Each class will include age appropriate Bible lessons, prayer, music, crafts, structured play, free play, snack, outside play and academic work time.

The infant class is the only class in which the parent and child can dictate the schedule. Our staff will try to emulate the parent's home schedule as best we can in a multi-child classroom setting. Parents must provide diapers, wipes, more than one change of clothes, formula or breast milk and any baby food and snacks your child will need during the day. All other classes will follow a daily schedule that is created by the teacher. The academics and structure in the classroom will vary with each age group.

Medication

As a general rule, we will not dispense medication during program hours. If your child has medication that must be kept with them, such as an inhaler or epipen, it must be in its original container with the prescription label attached. In this circumstance a permission to dispense medication form must be filled out for each child. If your child must have medication during school hours please inform the director and accommodations may be made on a case by case basis.

Waivers must be signed for children in diapers that may need diaper rash cream applied.

Medical Information

Please list any known allergies:

Please list any dietary restrictions:

Please list any other pertinent medical information:

Family physician _____ Phone# _____

Insurance Company _____

Policy# _____

Permission for Treatment

My permission is granted for any staff member of Restoration Church, or any other chaperone in charge to obtain necessary medical attention in case of sickness or injury to my child. Further, I authorize any emergency treatment and will assume full responsibility for all charges related to the above. I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge all sponsors, Restoration Kids Learn-N-Play personnel and Restoration Church and staff from any and all claims, demands, actions, or cause of action, past, present or future arising out of any damage or injury while participating in Restoration Kids Learn-N-Play or any other Restoration Church activities.

Signed _____ Date _____

(Parent or Legal Guardian)

Photo/Video Release

I, the undersigned, understand that as a participant, my child may be photographed or videotaped during normal program activities and that these photos and videos may be used in printed promotional material, video presentations and program websites. (No names of children will ever be used.)

Signed _____ Date _____
(Parent or Legal Guardian)

2018/2019
Application for Enrollment

Name of Applicant _____ Sex M__ F__

Date of Birth _____ Home Phone # _____

Address _____

City _____ State _____ Zip Code _____

Lives With: _____

Father's Name _____

Cell Phone _____ Work Phone _____

Email address _____

Employer _____

Mother's Name _____

Cell Phone _____ Work Phone _____

Email address _____

Employer _____

Preferred Contact _____

Emergency Contacts

Name _____

Home Phone _____ Cell Phone _____

Name _____

Home Phone _____ Cell Phone _____

Other persons authorized to pick up your child:

Name _____

Address _____

Phone _____ Relationship to child _____

Name _____

Address _____

Phone _____ Relationship to child _____

Please indicate which class you would like your child enrolled in:

_____ Ones Class _____ Twos Class

_____ Threes Class _____ Fours Class

By signing this application I agree to follow the policies and procedures presented in the Parent Handbook. I also understand that these policies may change at the discretion of the director or the staff of Restoration Church.

Signature of Parent or Legal Guardian

Date

Printed Name

Restoration **KIDS**

restorationkids.com