



"The Learning to Learn School"

Parent Handbook

2016-2017

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Odessa, Texas 79761

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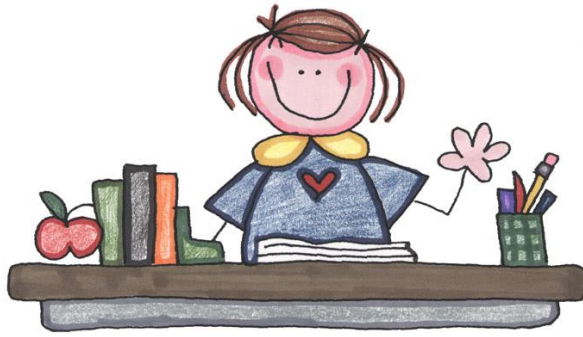
Welcome to Kiddie Kollege

The primary goal of Kiddie Kollege Preschool is to serve the children and families of Odessa and the surrounding communities by offering a nurturing and stimulating environment for young children beginning at age three thru kindergarten. The center is a Christian based family owned preschool which additionally offers afternoon childcare to its students. The preschool operates in cooperation with the ECISD school year while offering childcare during the summer and holidays to our students.

This handbook is a tool for our parents to help them know better what they can expect here at Kiddie Kollege. The staff at Kiddie Kollege has been selected because of their abilities as well as their sincere concern for the welfare of young children. Please use this book as your guide so that we can partner with you to help your child excel.



Owner -JoAnn Patton
Director - Megan Wilhite



Kiddie Kollege Staff

Owner: JoAnn Patton

Director: Megan Wilhite

Three Year Old Teacher: Vanessa Campos

Three Year Old Aide: Diana Lara

Three Year Old Teacher: Becky Johnson

Three Year Old Aide: Veronica Garcia

Three/Four Year Old Teacher: Megan Wilhite

Three/Four Year Old Aide: Kimberly Arellano

Four Year Old Teacher: Olga Salinas

Four Year Old Aide: Ermelinda Mata

Four Year Old Teacher: Sherry Hawkins

Four Year Old Aide: Stephanie Parra

Kindergarten Teacher: Kristy Crutcher

Kindergarten Aide: Marlene Plascencia

Office Aides: June Ragsdale, Sue Campbell

Daycare Aides: Marlene Plascencia, & Claudia Macias

Cook: Jo Marie Moya

Librarian: Marlina Scarborough

Music Teacher: JoAnn Patton & Marlina Scarborough

Art Teacher: Nanette Phillips

Bible Story Teacher: Jami Langford

Stretch-n-Grow Teacher: Betty Salgado

Accident Reports: If your child receives a minor injury, a WHOOPS report will be filled out and placed in your child's cubbie. For any severe injuries, you will be notified immediately.

Attendance/Late Arrival: Kiddie Kollege is a preschool, not just daycare. Please try to have your child here every day. Many lessons build on another so the more they miss, the harder each new task becomes. Classes begin at 8:30 and each child needs to arrive on time to minimize disruptions to the classroom. You must bring a doctor's note for your child to be accepted after 9:30. Please notify the school when your child is going to be absent.

You will be charged regardless of attendance. For extended absences, please refer to the information under **Vacation**.

Breakfast: We do not provide breakfast at this time. However, you may bring breakfast for your child in the morning. They must be here by 8:15 if they will need to eat breakfast and be ready to go to class by 8:30. We will not have a teacher available to supervise them after that time. No food items left from breakfast will be saved for lunch. Any opened and uneaten food will be thrown away.

Class Times: Children are taken to the classrooms at 8:30 for restroom breaks and the beginning of the school day. Class time is from 8:30-11:45 am.

Conferences: A conference may be requested by the parent, teacher or director/owner. If a parent has a concern, they need to visit with either the head teacher or the director/owner. The aide for the class is not responsible for parent conferences.

Cubbies: The cubbies will need to hold nap things, jackets, and the child's folder. Please be sure to check your child's cubbie daily to avoid pile-up. Small backpacks or bags are encouraged to help keep each child's belongings together and secure. Teachers will store the children's extra clothing in the classroom. Soiled clothing will be placed in the child's cubbie to be taken home that day.

Discipline: If a child needs to be corrected, the teacher will first try to redirect their attention. If this is unsuccessful, he/she will place the child in time-out (1 minute per year of age). If the behavior continues, the child will be sent to visit the director/owner. As a last resort, the parent may be called to pick up their child for the remainder of the day and a conference will be scheduled at that time. If a child is endangering him/herself, another child, or a staff member, Kiddie Kollege reserves the right to drop them from the program immediately.

Dress Code: Send your child in comfortable clothing. We play hard and we get dirty! It is best to send your child in tennis shoes as this helps when climbing on equipment and running in the yard.

Driveway: Kiddie Kollege staff will get your child out of the car in the mornings if you are parked in the first lane of the driveway. This service will be available each morning until 8:30 A.M. **DO NOT PARK IN THE RIGHT LANE OF THE DRIVEWAY OR LEAVE YOUR CAR UNATTENDED FROM 6:30 A.M. - 8:30 A.M.**

Drop: If it becomes necessary for you to remove your child from our program, you must provide, in writing, a minimum of two weeks' notice. If you do not provide the notice, you will continue to be charged tuition through one week following provided notice.

Extra Clothes: Each child needs to have a complete set of extra clothing labeled and in a Ziploc bag. This clothing will be stored in the classroom by the teacher. Any soiled clothing will be placed in the child's cubbie. Be sure to include season appropriate pants/shorts, shirt, socks, and underwear.

Folders: Every child at Kiddie Kollege will be given a folder to take to and from school each day. The folder will have a monthly calendar listing any special events and your child's daily behavior. Homework and communications to parents will also be placed in each child's folder. **PLEASE CHECK THAT YOUR CHILD HAS HIS/HER FOLDER WITH THEM EACH DAY.** Folders **WILL NOT** be sent home on day care only days.

Holidays: Kiddie Kollege provides daycare through the public school holidays. If ECISD does not have class, then Kiddie Kollege will not have formal class time **BUT** will be open for daycare only. The facility will be closed for the following holidays: Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day. Please check a current calendar for specific dates. Tuition is the same regardless of holidays or days attended in a given week.

Hours: Kiddie Kollege is open year round Monday thru Friday from 6:30 A.M to 6:00 P.M. No children will be accepted before 6:30 A.M. The preschool follows the ECISD school calendar and offers day care on school holidays. Our Summer Camp program includes children ages 3 thru 1st grade.

Inclement Weather: Closing the school due to inclement weather is a difficult decision to make. In the event of inclement weather, we will make every attempt to open as usual. However, in order to insure the safety of our children and staff, we will close or have a delayed opening if conditions warrant. School delay and closure information will be relayed via the

Kiddie Kollege Facebook page and the local television stations. Because television updates are sometimes delayed, our Facebook page would have the most up to date information.

We will make every effort to remain open for our working parents. However, if we find it necessary to close, we will not credit or discount tuition fees.

Illness: Children that are contagious (fever, vomiting, rash, pink eye, lice, etc.) will not be allowed to attend until the issue is resolved. They must be free of fever or vomiting for 24 hours before returning to school. Visible symptoms, such as rashes, must be cleared completely or excused with a doctor's note.

Late Pick Up: A late fee of \$5.00 per child will be charged for any part of the first 15 minutes you are late picking up your child. After 15 minutes an additional \$1 per minute will be charged. This fee must be paid before the child can return to school. For parents who are consistently late picking up their child, a meeting will be set up with the owner/director to decide if enrollment can continue.

Library: Ms. Marlina Scarborough is the Kiddie Kollege librarian. Each class will come to library once a week. At this time Ms. Scarborough will have a story time with the children and allow each child to check out a book of their choice to take home to read. Please help us to teach the children to care for books appropriately and help your child to return their book on time.

Parents will be asked to make a \$5.00 donation to the Kiddie Kollege Library for lost or damaged books. If you prefer for your child not to check out books, please notify your child's teacher.

Lunch: Ms. Vanessa, Ms. Becky and Ms. Megan's classes eat lunch at 11:45. Ms. Salinas, Ms. Hawkins, and the kindergarten class eats lunch at 12:15. Menus will be sent home in your child's folder at the beginning of each month and are posted on the table in the foyer, on Facebook, and on our website.

Manners: All of our children are taught to say "please", "thank you", "yes ma'am", "yes sir", "no ma'am" and "no sir". This is done to help the children learn to appropriately respond to adults as well as to each other.

Outside Play: We play outside as often as possible. The children will be inside for inclement weather (rain, excessive wind) or if the temperature rises above 100 degrees. Children will be kept indoors at the request of the parents for health issues. Cool weather does not keep us indoors so be sure your child has a jacket everyday!

Report Cards: Each child will be tested and report cards will be sent home at the end of the school year. Kindergarten students will be tested at the beginning of the year, mid-year and at the end of the year.

Rest Time: Each child will be expected to lie quietly and rest from 12:45-2:45 P.M. each day. They do not have to go to sleep, but they must lie quietly. Cots are provided for rest time. Your child may bring a small blanket and pillow for rest time. Please keep the size of our cubbies in mind when helping your child select these items. If the nap items do not fit in the child's cubbie, they will be sent home.

Security Issues: The staff of Kiddie Kollege is committed to providing a safe and protected environment for your child. Children will not be released to anyone not listed on the child's enrollment papers. Anyone picking up a child that is unfamiliar to a staff member must show their driver's license I.D. before being allowed to take the child.

In the case of custody issues, Kiddie Kollege staff will strictly follow any provided court order. In the absence of a court order, both parents will have equal rights to a child.

Special Classes: Ms. JoAnn and Ms. Scarborough will be teaching the music class on Thursdays. The children will present a Christmas program in December and an end of year program in late May or early June.

Ms. Nanette Phillips is our art teacher. After teaching art at Ireland Elementary for 29 years, she has become part of the Kiddie Kollege staff. Ms. Phillips teaches art to all Kiddie Kollege students on Wednesday.

Ms. Jamie Langford from Mission Odessa comes on Tuesday to teach our Bible Story class. Ms. Langford teaches stories from both the old and new testaments and also leads the children in Bible songs.

Children go to Stretch-n-Grow on Friday. Ms. Betty Saloga is our Stretch-n-Grow teacher. She leads the children in a variety of fitness activities and teaches them about their body and how to keep it healthy.

All children attend the special classes. Classes are held for 30 minutes during the morning class time.

Statements: You will receive a statement at the beginning of each month. Statements will show the amount due for the current month and any past due balances or credits.

Toys: The children are NOT to bring toys to school. If the child has a toy or something special he/she wants to share with the class, the parents should first talk to his/her teacher.

There may be days when your child will be permitted to bring something for "Show and Tell". Your child's teacher will inform you about this day ahead of time, usually with a note. When a child brings their own toys to school, it can create a problem because it may get broken, misplaced, borrowed or the child may have a problem with not wanting to share.

Tuition: Parents have the option to pay weekly, bi-weekly, or monthly as long as payments are paid in advance. All tuition payments will be due on Monday of each week. If payment is not received by 6:00 pm on Friday, a late fee of \$10.00 will be assessed for that week's payment. There will be a \$35.00 fee for returned checks.

If you do not keep your payments up to date, your child will not be allowed to attend Kiddie Kollege until your balance is current and all late fees are paid.

Vacations: Each child is allowed one week of vacation per school year. The request form must be filled out and returned before the requested vacation week. Vacation credits are not automatically applied to an account. The vacation week must be used a full week at a time. It cannot be divided up into days. The child cannot attend Kiddie Kollege during the vacation week to receive credit. Accounts must be current and in good standing before vacation credits will be applied.

Vaccinations: All children must be current with all vaccinations and must produce written documentation from a health care provider showing the month, day, and year when each immunization was given.

Website: You can find the Kiddie Kollege website at www.kiddiekollegeodessa.com. Enrollment forms, menus, and the Parent Handbook can be downloaded from the website. Please visit the website often to see what is happening at Kiddie Kollege and in your child's classroom.

You can also follow us on our Kiddie Kollege Facebook page.