KidZone Preschool

479 GA Highway 96

Bonaire, GA 31005

478.922.0063



2023-2024

HANDBOOK

We are all excited about the upcoming school year! We look forward to watching your little ones grow, learn, and make new friends.

We would like to thank you for trusting us with your child! You and your child are very important to us here at KidZone Preschool and we want you to know that we are here to help.

We commit to you that your child will receive the very best preschool education, social skill development, spiritual growth—and LOTS of love!

We look forward to getting to know each of you throughout the school year.

If you have any additional questions or concerns, please feel free to contact us at the church office, 478-922-0063.

We are a family here at KidZone, and we consider it a privilege and a blessing to welcome you to OUR family.

**KIDZONE PRESCHOOL**

**CALENDAR**

**2023-2024**

**\*subject to change**

August 3 Thursday Meet and Greet

August 7 Monday First Day of School

Sept 4-5 Monday-Tuesday Labor Day Holiday

Oct 6-13 Friday-Friday Fall Break

Nov 10 Friday Veterans Day (observed)

Nov 20-24 Monday-Friday Thanksgiving Holiday

Dec 15 Friday Christmas Program

Dec 18-Jan3 Monday-Wednesday Christmas Holidays

Jan 4 Wednesday Back to School

Jan 15 Monday M.L. King, Jr. Holiday

Feb 19-20 Monday-Tuesday Presidents’ Day/HOCO student holiday

March 28 Thursday Easter Celebration

March 29-April 5 Friday-Friday Spring Break

May 16 Thursday Pre-K Graduation

May 17 Friday Last Day of School Party

**A Registration Form and fee ($100) is required for ALL students.**

*Registration fees are non-refundable* except *in the case of a documented military move or a documented medical reason stating why your child can no longer attend.*

**Book Fees are required and are non-refundable for 2, 3, and 4-year-old classes.**

**2s-$25**

**3s -$30**

**4s-$60**

Students will remain in the class according to their age as of September 1 for the entire school year.

**Tuition**

**Tuition is for the school year-we gladly allow the payments to be split in 10 monthly payments. 30-day notice is required to avoid the next month’s tuition payment.**

5% discount for paying full tuition amount in one payment, if received by September 1.

Families with three or more children attending KidZone Preschool will receive a 15% discount.

Military will receive a 10% discount. There is no reduction in tuition for absences or holidays.

**\_\_MMO (Mother’s Morning Out) – Ages 6 months – 24 months**

 **\_\_2 days/week $105/month $1000 full tuition Tu/Th**

 **\_\_3 days/week $125/month $1200 full tuition M/W/F**

**\_\_2 year olds**

 **\_\_2 days/week $105/month $1000 full tuition Tu/Th**

 **\_\_3 days/week $125/month $1200 full tuition M/W/F**

 **\_\_5 days/week $155/month $1500 full tuition**

**\_\_3 year olds – to enter the 3 year old class, your child MUST be completely potty-trained.**

 **\_\_3 days/week $125/month $1200 full tuition M/W/F**

 **\_\_5 days/week $155/month $1500 full tuition**

**\_\_4 year old – Pre-K**

 **5 days ONLY $165/month $1600 full tuition**

**Pre-School hours are 9:00 AM – NOON.**

**Drop off time is 8:45 AM – 9:00 AM**

**Pick-up time is from 11:45 – NOON.**

**Unless we are aware of an issue, a late charge of $5 will be assessed when child is picked up later than 12:10 PM**

**AGE REQUIREMENTS:** Students must reach appropriate birthday by September 1st.

**ATTENDANCE:** Although attendance is not mandatory at our school, we always remind parents that when students miss school excessively, they often fall behind or it can press a restart button for separation issues. By attending preschool regularly, your child will be prepared for school years to come.

\*\*We ask that you notify the teacher or school if your child is going to be absent.

 **CLOTHES:** Please allow your child to wear comfortable play clothes that are suitable for running and messy activities such as painting. *Please dress them in clothing that will allow them to use the restroom easily by themselves*. Tennis shoes or sturdy shoes suitable for running are best. Please NO flip flops, backless sandals, or slide on shoes. Your child may wear “Crocs” as long as they have a back. This will ensure that your child is safe and their feet are protected. Students are not to wear costumes, dance outfits, or other character outfits unless there is a class party and the teacher has asked students to dress up.

\*\*ALL children are required to keep a seasonal appropriate change of clothing, including socks and undergarments, at school in case of spills or accidents

**CONFERENCES:** Please feel free to call us at any time during the school year to schedule a conference with your child’s teacher. If you have concerns about your child’s class or school, please make those concerns known to the director so we can address the issue as soon as possible. Please remember that our school and church are here to minister not only to your child, but to you and your family as well.

**DISCOUNTS:** Payment in full will receive a 5% discount. A family of 3 or more children attending KidZone Preschool will receive a 15% discount on monthly tuition. Military will receive a 10% discount.

**FIELD TRIPS:** KidZone Preschool may have an occasional off-site field trip. KidZone Preschool does not provide transportation. Therefore, parents or guardians will provide transportation to and from locations. Parents will be notified ahead of time of any scheduled field trips.

**HOURS:** 9:00 AM – 12:00 PM. Students should arrive between 8:45 AM and 9:00 AM. The teachers will be in their rooms ready to greet students each morning. Class begins promptly at 9:00, so please be respectful of the preschool hours. Dismissal time is 12:00 PM. Children tend to get anxious if their person is late. There will be a late charge of $5.00 for a child picked up after 12:10 PM. If you have an emergency or prior arrangements have been made, no late charge will be applied. Communication is key!

**ILLNESS:** Please keep your child at home if he or she had any of the following in the past 24 hours: Fever of 100.4 degrees or higher, diarrhea, vomiting, a cold accompanied by coughing, sneezing, runny nose, chills, sore throat, pink eye, rash or skin eruptions. The Health Department advises that children should stay at home for at least 24 hours after they no longer have a fever, without fever reducing medication. Please advise us of any ALLERGIES or special medical conditions your child may have. Send written instructions if special attention is required. We are NOT allowed to administer medicine to students. In case of an emergency, we will attempt to reach a parent. If immediate attention is needed, we will call 911 to take them to the Houston Medical Center Emergency Room. Please remember to advise us if your emergency contact numbers change.

We will notify families to watch for certain symptoms when at least 2 students exhibit the same symptoms/diagnosis within the same classroom/shared space of a contagious illness.

If your child has a cough, we will observe for at least an hour before we make the determination if they need to go home. Coughs present a difficult situation to make clear designation. We understand, at times, it is just part of the healing process and doesn’t pose a problem to others. When in doubt, give us a call and we can help discern the best path.

\*\*REMEMBER: PLEASE KEEP CELL/CONTACT NUMBERS UP TO DATE!

**CALENDARS/EVENTS:** Teachers will post information or send home a calendar each month with snack assignments and other classroom information. Flyers will be sent home occasionally regarding school activities. Please check your child’s folder/backpack daily.

**PERSONAL BELONGINGS:** Please do NOT allow your child to bring toys, dolls, marbles, cough drops, gum, candy or money to school. Children do not always want to share their personal belongings, so please leave personal items at home or in the car. Your child’s teacher will let you know when “Show and Tell” times will be during the year. MMO: If your little one has a pacifier or blanket/security item, please place items in their bags before leaving or leave them in the car. Little ones do not always keep their pacifiers in their mouths and this can quickly create a sharing of germs! Communicate with your teacher for the best possible way to ease this process.

**REGISTRATION/SUPPLY FEE AND BOOK FEE:** Registration/Supply Fee and Book Fee must be paid for your child to attend at KidZone Preschool. These fees cover the curriculum and all supplies used in the classrooms. The school and/or your teacher will post a “wish list” – these items are not required to attend, it is a list of some things we need help with as a 100% tuition based program.

**REFUNDS:** Registration/Supply and Book Fees are NON-REFUNDABLE. Tuition will ONLY be refunded if there is a documented medical reason stating why your child can no longer attend or a documented military move.

**FOOD:** Please make sure your child has completed their breakfast/food items before bringing them to class. MMO would be the only exception, but please discuss with the teacher at how best to plan breakfast for your little one if they need to eat at school.

**SNACKS:** Each teacher will set up a snack schedule. Please check with your child’s teacher for snack sign-up. Snacks do not need to be elaborate but simple enough not to ruin lunch. A salty and sweet combination works great. Cheese and crackers, fruit, muffins, goldfish, animal crackers and pretzels are just some examples. DO NOT send candy as a snack. If you are concerned about your child’s dietary needs and do not wish to participate in the snack rotation, you may send your child to school with their own snack. Please communicate this with your teacher.

**TUITION IS DUE THE FIRST OF EACH MONTH:** August through May. August tuition is due by the first day of school. Tuition can be paid in a lump sum or in 10 monthly installments. Full tuition is due, regardless of days absent for any reason. The only exception to this rule is if your child withdraws from our program before the end of the school year, where a written 30-day notice is required. Failure to submit a 30-day notice will result in monthly tuition charge. \*\*\*There will be a $30.00 late fee for payments made after the 10th of the month. A $15.00 fee will be added for any returned checks.\*\*\*Please communicate any issues or needs with the director.

**PAYMENTS**:

\*When paying with cash, please include child’s name and amount paid on an envelope.

\*Make checks payable to **Unity Baptist Church**.

\*Payal- friends and family. Please include child’s name and “tuition” on note line. Also, make sure to use “friends and family” so no fees are subtracted.

You may also pay through the Brightwheel app. There is a small fee for using a credit card, but you do have the option to set up on automatic payments.

**WEATHER:** If inclement weather prevents us from having school or causes us to dismiss early, we will have it posted on our Facebook page. You will also receive a text or phone call, as well as a message in Brightwheel. If Houston County Schools are closed due to weather, KidZone Preschool will be closed.

**WEAPON FREE ZONE:** KidZone Preschool is a Weapon Free Zone. Please leave all weapons at home or safely secured in your vehicle.

**VOLUNTEERS:** We love volunteers. Children love for their family members to come to school and read, do a craft, play an instrument or sing, even bring a pet. We do have a need for substitute teachers. See the teacher or director to schedule a time to volunteer. We will do a background check for anyone wishing to be on our substitute teacher list.

**SPECIAL NEEDS :**  KidZone Preschool is not equipped to meet the needs of every child, we reserve the right, after discussion and evaluation, to suggest a more fitting, specialized care-giving situation, as needed.

**THINGS YOU CAN DO AT HOME TO HELP YOUR CHILD AT PRESCHOOL:**

* READ to your child.
* Allow your child to read to you.
* Ask your child about school.
* Consistent bedtime routine and bedtime. The proper amount of sleep and a clear plan to prepare for sleep will enhance his/her ability to learn.
* Limit screen time of any kind.
* Balanced diet.

**COMMUNICATION IS KEY**

Communication is a partnership between home and school. We value your involvement at every level and encourage you to partner with us. Communication is the key that unlocks an effective partnership.

Please feel free to call, text, email, or stop by if you have any questions, concerns, or just want to talk about your child’s education. We are here for your family!