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](http://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

**KIDSEDGE:**

**Who:** Children ages 6 weeks through Pre-K

**Where:** WoodsEdge Community Church

 25333 Gosling Road

 Spring, TX 77389

**Phone:** (281) 290-4724 Fax: (346) 275-1160

**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:**

In Pre-K we learn with a curriculum through The Kindergarten Connection. It uses the concept of “Playful Learning” in the classroom to incorporate fun hands-on centered based learning. Our Bible curriculum is Jesus Storybook Bible and we also use Handwriting Without Tears for working on introducing writing letters and numbers!

**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 18 months through Pre-K participate in our Physical Education Program, through *MyGym*. 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 2022-2023 Registration: The following items are required at the time of registration: Online registration, 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. We call this form an ‘Allergy Action Plan’. **STUDENTS MAY NOT ATTEND CLASS UNTIL ALL FORMS HAVE BEEN SUBMITTED.**

KidsEdge Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**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 $125 per child and is non-refundable. The supply fee is $125 for children attending one or two days a week, and $150 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 in January.

Withdrawal: If you need to withdraw your child from the program, please let us know one month prior to doing so via email to our Admission and Curriculum Director Ashley Babitt, at ababitt@woodsedge.org. If notification is given less than 30 days, you will be responsible for paying the monthly tuition.

Refunds: In case of a national crisis where public schools are closed for an extended period of time, tuition collected earlier in the month will not be refunded, but future months would not be charged school wide.

Tuition is due on the first of every month through an automatic draft payment set up in September. If funds are insufficient and payment has not been received by the 15th then you will incur a $25 fee per child.

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

**2020-2021 Fee Schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age** | **Ratio** | **Monthly Tuition (Sept – May)** | **2nd Child Discount** | **Supply Fee** |
| 6 wks to 11 months | 2:7 | $ 360 | $ 335 | $ 125 |
| 12 to 17 months | 2:7 | $ 360 | $ 335 | $ 125 |
| 18 to 23 months | 2:8 | $ 360 | $ 335 | $ 125 |
| 2 year olds | 2:10 | $ 335 | $ 310 | $ 125 |
| 3 year olds – 2 day (Mon, Wed) | 2:12 | $ 335 | $ 310 | $ 125 |
| 3 year olds – 3 day (Mon, Tues, Wed) | 2:12 | $ 435 | $ 360 | $ 150 |
| Pre-K 4’s – 2 day | 2:14 | $ 335 | $ 310 | $ 125 |
| Pre-K 4’s – 3 day (Mon, Tues, Wed) | 2:14 | $ 435 | $ 360 | $ 150 |

*Payment: Tuition is Auto Drafted from your account on the 1st of each month.*

##### 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 48 hours (must be fever-free *without* fever reducing medicine)
* Runny nose, green or yellow in color (unless we have a doctor’s note indicating seasonal allergies)
* Questionable rash (unless we have a doctor’s note indicating known skin condition)
* Coughing
* Diarrhea or vomiting within the past 24 hours
* Sore throat

###### Illnesses

* Impetigo
* Active Chicken Pox
* Measles
* Mumps
* Conjunctivitis (Pink Eye)
* Thrush
* Croup
* RSV
* Hand Foot & Mouth Disease
* Lice
* COVID 19

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 48 hours before coming to the classroom.

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

COVID-19 Policy

If a child or classroom teacher has a confirmed COVID-19 case, we notify the class, so that parents and teachers can be on the lookout for symptoms. Class will continue as usual. The child or teacher with COVID-19 may return to school 5 days after the onset of symptoms, and 48 hours fever free without fever reducing medication.

**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.**

There is no statewide requirement for teachers or other school employees to have a tuberculin skin test or TB blood test. The Centers for Disease Control and Prevention (CDC) and DSHS discourage the use of the tuberculin skin testing or IGRA blood test for persons who have no risk factors for TB exposure.. 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 vis our Procare messaging app. Incidents requiring medical attention outside of our facility will require an Incident Report form, that must be signed by the parent and returned.

**The Website for Texas Childcare licensin**g: [DFPS - Texas Child Care Licensing (CCL) (state.tx.us)](http://www.dfps.state.tx.us/child_care/)

**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 https://hhs.texas.gov/ Parents may contact the local Licensing office at (936)538-1229 and the CPS 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 Kimberly Renick.**

**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 distractive 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 ensure 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. We will hold fire, inclement weather and intruder drills throughout the school year as is required by childcare licensing.

**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 utilize evacuation cribs 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 emergency vehicles 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.**

**School day Arrival and Departure:**

Students may be dropped off via carline or walker line beginning 8:55am-9:05am, and 1:45pm-2:00pm. Drop off and pick up procedures will be communicated at the beginning of each school year.

**What to bring each day:**

* An extra change of clothes in a Ziploc bag
* 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 into 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 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. We encourage you to schedule a conference with your child’s teacher at any time throughout the year.

**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.

**KidsEdge Tuition Assistance Program**

KidsEdge preschool offers a scholarship and tuition assistance program. To qualify for any tuition scholarship, children to be enrolled in either a 2 or 3 day per week class schedule.

KidsEdge will also continue to offer sibling discounts, staff discounts and local pastor discounts for families enrolled in our preschool. Sibling discounts are detailed in the fee schedules posted online and in our parent handbooks.

The following options provide details on the scholarships that are now available:

**OPTION 1: Full Year Scholarships for Families making under 85% of the State Median Income**

The US Department of Health and Human Services publishes tables that detail the State Median Income (SMI) for families. These tables are used to calculate a sliding scale for scholarships available for families who are below 85% of the SMI.

The sliding scale for scholarships for qualifying families are shown below:

|  |  |
| --- | --- |
| Families 85% SMI  | 100% |
| Families 80% SMI |  |
| Families 75% SMI  |  |
| Families 55% SMI and below |  |

To be eligible for the Tuition Assistance Program related to SMI requirements, interested families should submit an application by 8/1/22. Each application will require a copy of the first page of the family’s 1040 Federal tax return for the last tax year (2021) to verify gross income. If you are approved for a scholarship, it will be available for 12 months from the approval date or until the end of the school year applicant is currently enrolled for, whichever comes first. School years run from Sept to May of the following year. After this time, applicants can reapply for another school year if their financial situation still qualifies them for a full year scholarship.

**OPTION 2: Partial Year Scholarships for Financial Emergencies**

KidsEdge is committed to assist families enrolled in their preschool that may have a sudden and dramatic change to their financial situation such as a loss of employment, loss of a spouse or a medical emergency in the family. Because each situation can have a different impact on your financial position, if your family experiences a dramatic change in your finances, please contact the director immediately to determine if there are scholarship funds that could be issued temporarily. The amount and duration of such scholarships are at the discretion of the director.

**Dispute Policy:** While KidsEdge does wish to support the families enrolled in our preschool, and will make their best effort to accommodate requests for assistance, the final decision for providing scholarships rests with the director. Families may reapply after 12 months or if their financial circumstances change. In addition, the amount of funding available for scholarships may vary from year to year. Receipt of a scholarship in one year does not automatically indicate a scholarship will be available the following year.

***At WoodsEdge Community Church our mission is to Love Jesus, Journey Together and Bring Hope to the World! 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*

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

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