



Kimball Christian Academy

PreK 3s and 4s Program

Mission Statement:

The mission of Kimball Christian Academy is to provide our students with a solid academic education, while instilling in them a life-long love for God, a knowledge of His word, and a desire to seek and serve Him.

KCA School Advisory Board:

Jeremy Wininger

Jessica Hoschar

John Lofty

Margie Allison

Della Sampson

Keith Brewer

Non-Discrimination Policy:

KCA shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age.

Any circumstance that is not addressed by this handbook will be handled by the school leadership and/or KCA school advisory board with professional discretion.

On-site Director:

Jessica Hoschar

BS Human Ecology: Child and Family Studies- Prek-4th

University of Tennessee at Chattanooga

TN License #000509499

Staff Teacher:

Molli Tipton

PreK 3s and 4s teacher

7 years of Early Childhood Development

Enrollment:

The PreK 3s and 4s class will have a total enrollment of no more than 10 children per adult, following state guidelines of adult:child ratio for multi-age groups of 3-4 year old children.

School:

The PreK program will be housed within the Kimball church of Christ building, as part of the Kimball Christian Academy, located at 830 Main Street, Kimball, TN 37347.

The school is a non-public school for K-6th grades. The school has approximately 60 students enrolled for the 2022-23 school year.

Contact Information:

Jessica Hoschar	(423) 605-7368	jesi.hoschar@kimballchristianacademy.org
Molli Tipton	(423) 260-5694	molli.tipton@kimballchristianacademy.org
Kimball Christian Academy	(423) 607-7522	KCAoffice@kimballchristianacademy.org
www.kimballchristianacademy.org		

Communication:

Kimball Christian Academy will use the Remind App for both school-wide and individual classroom/home communication. Each student will receive a form to explain how to connect to the Remind App and how to set up an account. Staff will also be available at Orientation to help parents set up the app. In addition, parents will be given the teacher's phone number and email address to use for communication if necessary. This will apply to the PreK classroom as well. Parents will be able to use these forms of communication to talk with their child's teacher about any important information, such as changes in routine for the child, pick-up changes, or general questions for the teacher. The teacher will also use these to communicate with individual parents, as well as class-wide announcements, as needed. The teacher will respond by the end of the next school day.

Drop Off/Pick Up of PreK:

PreK students will be dropped off each morning at the Multi-Purpose room door on the far left end of the building between 7:30-8:00. There will be a specific staff member (Mrs. Molli) assigned to check in all PreK students. You will park in the spaces on the left side of the building and walk your child to the door to sign in.

PreK 3s will be picked up at 11:00 daily. The parents will be asked to park in the front lot and walk to the glass doors to be let in by a staff member. The parent will then sign the child out before taking him/her out of the building.

PreK 4s will be picked up from 2:30-2:40 daily. We ask that you come to the same door, and in the same manner, to pick up as you did for drop off. Please park in the spaces to the left of the building and walk to the door. Mrs. Molli and students will be waiting there for you to sign out your child. Please be on time so that we can get students safely to you before our 2:45-3:00 dismissal of the rest of the school. If you have a child in K-6th, you will need to pull out of the

parking spaces and around to the drop off/ pick up line do drop off or pick up your older child. No children, other than PreK students, will be allowed to come in or out of the Multipurpose room door.

Playground Supervision Plan:

The PreK class will have daily playtimes both inside and outside the classroom. The outside playtimes will be held at the back of the school within the fenced playground area. The PreK teacher will be leading students in and out of the building through the exit door nearest the playground in the Multi-purpose room. The teacher will maintain constant supervision of students, and will be assisted by an additional staff member in case of emergency, toileting, or other personal care needs of children or staff. The teacher will also carry a portable radio for 2-way communication with another staff member within the school.

Staff Training:

All KCA PreK staff, substitutes, and volunteers will be well trained and capable of taking proper care of young children.

Training for staff members prior to school year:

- 2 hour Orientation- program information and procedures

Annual training for staff members:

- Child abuse detection, reporting and prevention
- Parent-center communication training
- Disease control and health promotion training
- Overview of certificate of approval requirements
- Information on risks of infection to female employees of childbearing age
- Food allergies training
- Supervision during high risk activities (eating, outdoor play)
- Meal service and safe food preparation policies
- Shaken baby syndrome
- Abusive head trauma
- Safe sleep procedures
- Developmentally appropriate practices

Curriculum:

The KCA PreK curriculum is *Preschool Plans- A Play Based Program* by Mrs. Plemons Kindergarten. This program is a weekly unit based program with an emphasis on literacy and play. Additionally, some units will focus on personal safety and health, which are two very important topics to introduce to young children. Our PreK program instruction will be built around the Tennessee Early Learning Development Standards (TNELDS).

Behavior Management:

Discipline will be reasonable and appropriate for the child. At KCA, teachers and students will develop a set of rules together to help promote a positive community atmosphere in each classroom. Our PreK program will implement a behavior management system that is appropriate to the age and developmental level of the children enrolled.

KCA holds a complete *No Tolerance Policy* for any of the following activities:

- Disruptive classroom behavior
- Disrespect of any authority
- Fighting
- Cheating
- Use of profane language
- Dishonesty in any form
- Harassment of any kind

In addition, to protect other students and staff, KCA PreK will enforce a strict policy regarding biting. Biting will not be tolerated. After the first offense, a warning will be given to the parents. Upon a second incident, the child will be suspended for one week. If a third offense occurs, the child will be dismissed from the program. All questions or concerns regarding this or any discipline policy must be brought to the program director.

Any student found to be engaging in any of the previous behaviors or any behaviors found to be detrimental to the learning environment for any student are subject to parent conference, suspension, and/or dismissal from KCA.

Daily Schedule:

7:30-8:00	Drop off/ Breakfast in the Multi-Purpose Room
8:00-8:30	Music and Movement
8:30-8:50	Chapel
8:50-9:00	Bathroom break
9:00-9:30	Movement Block/Recess
9:30-10:00	Circle Time/ Bible
10:00-10:30	Free Play
10:30-11:00	Small Groups
11:00-11:30	Lunch/ Dismissal of PreK 3s
11:30-12:30	Recess/ Bathroom break
12:30-1:30	Rest
1:30-1:45	Snack
1:45-2:15	Small Groups
2:15-2:45	Free Play
2:45-3:00	Dismissal

Health and Safety

Vaccination Policy:

All Kimball Christian Academy students and faculty must be fully vaccinated, as per state guidelines, unless eligible for a medical or religious exemption.

KCA will require full vaccination records for each student enrolled, which will be included in student files.

Parents/ guardians may submit requests for exemption from vaccination requirements. These requests will be kept in student files, in place of vaccination records.

Hand Washing:

Because hand washing is one of the best ways to prevent the spread of illness, KCA will encourage frequent hand washing by both staff and students. When soap and water are not available, hand sanitizer will be offered. Hand washing will be required before eating, after using restrooms, and in the event of coming in contact with mucous, saliva, or other bodily fluids.

Medication Information:

No medication will be supplied by the staff or school. Medications may only be administered at school if the parent/guardian has signed a Medication Permission Form and has supplied the medication. A copy of this form can be obtained from the office and is available in your registration packet for the beginning of the school year.

All prescription medications must be brought to the school in the original container with a clearly marked label with the child's name, prescribing physician's name, pharmacy name, prescribed date, prescription name, prescription number and dosage information and/or directions. Prescription medications should be brought to the school office by a parent or guardian. Prescribed medications may include epi-pens, inhalers, breathing treatments and insulin. Medication permission forms are required to be on file in the school office prior to use. These forms are to be kept up to date by the parent or guardian, and the school should be notified of any necessary changes to the medication form. The homeroom teacher and the office should be notified of any medical issues for a child.

If treatments such as inhalers or epi-pens must be kept with the student, the school must receive a consent form from the prescribing physician. The homeroom teacher and office needs to be notified where these treatments will be kept in case of an emergency.

At the end of the school year the parent or guardian will be responsible for picking up the unused medication from the office.

Illness, Injury or Emergency:

At the beginning of the school year, all parents will be asked to complete the student health information sheet located in the registration paperwork. This form will give the school information regarding student health concerns and allergies and will contain emergency contact information. If a child becomes sick or injured while at school, the parent or guardian will be notified immediately. If an emergent medical situation occurs, the school will contact emergency medical services and the parent or guardian.

Please keep these phone numbers and information up to date!

If a child is sick, please keep them home. We wish to prevent the spread of sickness among students and staff as much as possible. A student must be fever or symptom free for 24 hours without medication before returning to school.

Food:

Breakfast will be available each morning for students who arrive before 8:00. This will be a catered breakfast and free of charge to all students. The PreK students will have a designated table for breakfast. Teachers will be assigned to the eating area to monitor and supervise all children while eating.

Each child is asked to bring his or her lunch from home in a labeled lunch box every day, as well as a snack for daily snacktime. In the event that a child forgets a snack, one will be provided for him or her. A teacher or teaching assistant will be present for all eating times to supervise students.

Parents wishing to eat lunch with their child should email the office or the classroom teacher. Please limit these visits to a reasonable amount.

******Please remember to inform the school of any food allergies on the student registration form.***

Facility Maintenance:

All classrooms and play areas will be routinely checked for safety and will be properly maintained as needed or required. The PreK teacher will do a daily check of the outside play area before playing begins each day. A log of these daily routine checks will be kept on file in the PreK classroom. If maintenance is needed it will be reported to the program director to be repaired before being used again.

Emergency Drills:

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. KCA will work with our Safety and Security Coordinator in preparation and implementation of these drills. Students will practice these drills to ensure preparedness in such events. All emergency plan information can be found in the KCA Emergency Operations Plan, located in the front office.

Transportation:

We will have occasional field trips where the KCA/Kimball church of Christ bus will be used. The bus will be annually inspected by the Tennessee Department of Safety. The PreK teacher will maintain a valid driver license and endorsement required for transporting children on the bus. The PreK teacher will have a second "Adult Monitor" present at all times while using the bus. This second adult will be responsible for monitoring children while on the bus. A log will be kept of each passenger to properly account for all children at all times. As a child enters the bus, the name and time will be logged into the report, and as a child leaves the bus, the name and time will, again, be logged.

An Emergency Operations Plan will be created and kept on file for any emergencies which might occur on the bus. The PreK teacher and anyone serving as the "Adult Monitor" will

be trained using the EOP and will practice the emergency plans annually. Documentation of the training and drills will be kept on file in the front office of KCA.

All children will be properly and appropriately secured in the bus during transportation using seat belts and booster seats. No one under the age of 4 will be allowed to travel on the bus.

Internet Usage Policy:

A computer lab will be available to students at KCA during the school day, and teachers may use it for instruction and learning. Students are expected to use the computers in the proper way and are not to use them for anything other than the academic purposes set by the teacher. All KCA owned computers will remain at the school for use by the school. No outside computers or electronic devices will be allowed into the school without prior administrative permission and a written permission note from the parent. PreK students will be closely monitored while using the computer lab.

KCA reserves the right to remove computer privileges from any student who does not comply with the rules and guidelines of computer usage set by the school or teacher.

Publicity Release:

KCA produces a variety of materials for marketing and publicity purposes. Materials include social media and online information, newsletters, newspaper articles, and similar media. Unless otherwise indicated in writing, parents who enroll their child in KCA give consent to the use of their child's picture, voice, likeness and/or name in such material.

Weather Related/ Emergency School Closing:

In the event that the school must close early, open late, or be canceled, announcements will be made via facebook, on our website, group text, and Chattanooga news stations as soon as possible.

DHS Complaint Hotline #1-800-462-8261

DCS Child Abuse Hotline #1-877-237-0004

A copy of the Rules of the State Board of Education, Office of the Commissioner: Standards for School Administered Child Care Programs is available in the front office to review by anyone upon request.

Reporting of Child Abuse:

Every operator, owner, director, teacher, or staff member of, or substitute staff member or volunteer in a program is individually responsible, and is required by T.C.A. 37-1-403 and 37-1-605, to immediately report any reasonable suspicion of child abuse or neglect to the Department of Children's Services, local law enforcement or the judge of the juvenile court in the county of the child's residence.



Please sign and return this page after reviewing these policies and procedures for the Kimball Christian Academy PreK Program.

I _____ agree to abide by the policies and procedures detailed in this PreK Handbook and agree to encourage my child to follow all policies and procedures.

Student name: _____

PreK Orientation

Date and Time Attended: _____

Parent/Guardian Signature:
