



Kingswood Christian Preschool

PARENT HANDBOOK

2026 – 2027

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Kingswood Christian Preschool operates under the direction of the Kingswood Methodist Church Preschool Committee and Church Council.

Policies and Information

FINANCIALS

Registration

A completed application, along with the registration fee and the first month's tuition, are due to enroll a child in the program. **THESE FEES ARE NON-REFUNDABLE.**

The annual registration fee for each child in the program provides accident insurance, funds for special events, and educational supplies.

Tuition

Monthly tuition fees are due by the first of each month. You may also choose to pay for multiple months or the entire year with one check or money order. September tuition is due at the time of registration. All tuition fees are paid one month in advance. For example, October tuition will be due September 1. A fee of \$10 will be charged for any tuition not paid by the 10th of each month. A returned check fee of \$25 will be charged for any check returned to the school for non-sufficient funds. Tuition can be paid by cash, check or credit card. Failure to pay tuition or late fees will result in your child being withdrawn from the program. All outstanding tuitions and fees must be paid two weeks prior to the end of the school year in order for your child to participate in graduation.

Withdrawal

You will need to give a 30-day notice if you withdraw your child from the program. There will be no tuition refund for early withdrawal without a full 30-day notice. This must be a written notice, which will be signed and dated by the director or representative of the school.

HOURS AND ATTENDANCE

School hours are 9:00 am until 12:00 noon for all classes. **CHILDREN SHOULD NOT ARRIVE BEFORE 8:55 AM AND SHOULD BE PICKED UP PROMPTLY BY 12:00 NOON.** Consistent attendance and prompt arrival are essential. Please try to arrive and depart as close to school hours as possible. Late arrivals and early pickup can be upsetting for some children. Our teachers usually arrive early and leave late to prepare their classrooms for your child. Please respect this time for our staff. A child may only attend on the days that he/she is enrolled. We do not allow "drop-ins" or children to attend who are not enrolled.

DRESS

Please dress your child so that he/she will be comfortable for a variety of activities such as painting, sitting on the floor, playing outside, etc. Sneakers are usually the best footwear. Cowboy boots and shoes with cleats should not be worn as they present a safety hazard for the children.

All children should have a change of clothes at school at all times. Please put the clothes in a labeled zip lock bag. This change should be promptly replaced if used and should be appropriate for the season.

CLASSROOMS

Label Everything

All removable clothing (jackets, hats, etc.) should be marked with the child's name. Please label all books, toys and things that are brought for "show and tell" days.

Toys and Possessions

Children love to bring special toys from home, but this can create a problem in a classroom of young children. Most classes have "show and tell days" to allow children to bring special treasures from home. Please DO NOT send guns, knives, swords and other toys which encourage violent play at school. Books, music and objects for the science table are welcome every day.

Snacks and Birthdays

Report any food allergies to your child's teacher.

Daily snacks are provided for your child. We would be happy for your child to bring snacks to share with the whole class. WE ARE A PEANUT PRODUCT FREE SCHOOL.

We are asking each child to bring his/her own reusable water bottle to use while at school.

Birthdays are special, and we enjoy celebrating. PLEASE DO NOT SEND BALLOONS TO SCHOOL AS THEY ARE A CHOKING HAZARD FOR SMALL CHILDREN. Please inform your child's teacher if you will be sending snacks or birthday treats. As an appropriate alternative to treat bags, you may choose to give a gift to the class in honor of your child's birthday. You may ask your child's teacher for suggestions of books, toys, puzzles or games that are not currently in the class.

Holiday Parties

At the orientation at the beginning of the year, you will be given the opportunity to volunteer to provide refreshments for holiday parties. The teachers will have a sign-up sheet so that you may choose the parties with which you wish to help. On the Christmas holiday, you may choose to give a gift to the classroom from your child. Your child's teacher will be happy to offer suggestions.

SAFETY

Fire Drills and Tornado Drills

We will practice fire drills during the year and a tornado drill in early spring. We also have a lockdown procedure for our school.

Illness and Accidents

PLEASE DO NOT SEND A SICK CHILD TO SCHOOL! Please keep your child at home if he/she does not feel like participating in school activities. If he/she is not well enough to play outside, then he/she is too sick to be at school. We want to keep our environment as free of contagions as possible for the sake of all who attend. Please report any contagious diseases (COVID-19, strep throat, flu, etc.) to your child's teacher so that other parents may be alerted to possible symptoms. If multiple members of your family are ill, please keep your child at home to avoid the spread of illness.

All children in our school are covered by accident insurance while at school. If there should be an accident involving your child, we will administer first aid if necessary. You will be informed immediately if professional medical attention is needed. If the parents or emergency contacts cannot be reached, the child will be taken to the emergency room. All children enrolled must have a completed application, including medical and emergency contacts and treatment information.

BEHAVIOR

Discipline

We use a positive approach to discipline when dealing with young children. We will redirect an activity or behavior when it is inappropriate. Classrooms have a "time out" chair that is used when needed. Overly disruptive children may be taken to the director and the parents may be called. You will be notified of a consistent behavior problem. **NO CORPORAL PUNISHMENT WILL BE TOLERATED ON THE CHURCH/PRESCHOOL PREMISES.**

Child Abuse or Neglect

The director or any staff member shall report to the Children's Protective Services or the Sheriff's Department any suspicion of child abuse, neglect or endangerment.

DISMISSAL

Grounds for dismissal

Grounds for dismissal may include and shall not be limited to:

Parents or guardians of the enrolled child allow their account to become delinquent.

The school, at its discretion, determines that it is unable to meet the needs of the child.

The school, at its discretion, determines that it is not in the best interest of the school or the other children to have the child in attendance.

The child's parents or guardians fail to cooperate with the school which the school determines, at its discretion, warrants dismissal.

Release of Children

When someone other than the parent or guardian picks up a child from school, permission to release the child must be given in WRITING to the child's teacher. The preschool reserves the right to request identification from anyone before releasing the child. If you are carpooling, specifics of the arrangement must be provided to the teacher in WRITING at the beginning of the year.

COMMUNICATION

A monthly newsletter and occasional notes will come home with your child. We want to keep you informed about our activities and plans for the month. Please take time to read this information.

A labeled "take home" tote bag or backpack is helpful to transport art objects and important school communications.

INCLEMENT WEATHER

In the event of inclement weather, we will follow the Winston-Salem Forsyth County School System schedule. If the WSFC schools are:

- Closed, the Preschool will be closed
- Delayed one or two hours, we will open at 10:00 am

If it begins to snow or sleet while school is in session, tune to your local news or radio station to determine if WSFC schools are closing. If they are closing, we will close as well. If the preschool needs to follow a different schedule, you will be notified. Pick up your child at the announced time.

Kingswood Preschool will NOT make up the first 5 snow days.

OTHER INFORMATION

Home Status

Please let your child's teacher know if there is a birth, move, death, separation or any other change in the family that might affect your child's behavior. We want to be aware of anything that might be of concern to your child.

Please give, in writing, any change of address or telephone number to your child's teacher and to the director. We need to keep accurate records in case of an emergency.

TWO-YEAR OLD CLASS

Children in Diapers

If your child is in diapers, please send disposable diapers in a labeled diaper bag. Send at least 3 diapers and a change of clothes. Please also send a box of baby wipes at the beginning of the year.

Children Being Toilet Trained

If your child is being toilet trained, please send him/her in disposable diapers or pull-ups until your child is completely accident free. The children will be taken to the bathroom at least twice and any other time the child indicates he/she needs to go. The diaper/pull-up will be changed if needed. To reward potty training efforts, we use stickers, stamps and lots of gentle praise as positive reinforcement. We will never try to force any child to use the toilet. Children will never be punished for not using the toilet. Children must be toilet trained by age 4 to attend Preschool. Children need to be toilet trained to participate in Lunch Bunch.

General

Our two-year-old classes will follow the monthly themes with a modified curriculum so that it is developmentally appropriate for that class.