



Kids of Harmony
Preschool

"Where the tempo of teaching is in tune with the tempo of life"

Kids of Harmony
Preschool
Parent Handbook
2016-2017

Statement of Purpose

Kids of Harmony Preschool offers an academically and musically enhanced program for students ages 3-5. Our preschool provides both half day and full day programs with a variety of options. The goal at **Kids of Harmony** is to nurture the lives of young children both spiritually and academically while promoting growth in character and education in a loving, safe, structured, challenging, goal-oriented, age-appropriate atmosphere. It is our desire to see young lives expanded and bettered during these young years of their lives and to see them develop to become persons of discipline and character. Our objectives are to provide character and social development through interaction and structure as well as foster the whole child academically and musically through modeling, training and accountability.

Our center is a newly renovated, child-friendly facility with the license capacity of 30 students. To be admitted as a student at Kids of Harmony Preschool, parent must submit application, read school policies and procedures, provide students current immunization records and final acceptance will be upon completion of interview with school administration. *Kids of Harmony Preschool does not discriminate on the basis of race, color, national and ethnic origin in its admission procedures. Kids of Harmony Preschool reserves the right to decline acceptance of applicant.*

The following will result in discharge of student from our preschool program:

1. Unresolved and continuous, uncontrollable discipline behavior in student
2. Failure to make timely payments as listed in policies and procedures
3. Continual unexcused absences

4. Failure to comply with all policies and procedures, both student and parent

Below is our current schedule of days, fees and hours of operation:

Hours of Operation for HALF Day: 8:30am-11:30am				
Program Options	2-day (M/W or T/TH)	3-day (M/W/F)	4-day (M-TH)	5-day (M-F)
Tuition	\$1230/yr. \$130/mo.	\$1805/yr. \$190/mo.	\$2280/yr. \$240/mo.	\$2945/yr. \$310/mo.
Hours of Operation for FULL Day: 8:30am-3:30pm				
Program Options	2-day (M/W or T/TH)	3-day (M/W/F)	4-day (M-TH)	5-day (M-F)
Tuition	\$2185/yr. \$230/mo.	\$2755/yr. \$290/mo.	\$3230/yr. \$340/mo.	\$3895/yr. \$410/mo.

****Before Care (7:30-8:00 am) and After Care (till 5:00 pm) is available upon request with a charge of \$5 for each half hour started!!**

Mission

Our mission at **Kids of Harmony** is to nurture the lives of young children both spiritually and academically while promoting growth in character and education in a loving, safe, structured, challenging, goal-oriented, age-appropriate atmosphere. It is our desire to see young lives expanded and bettered during these young years of their lives and to see them develop to become persons of discipline and character.

Curriculum

We seek to provide instruction and development in the areas of music, reading, writing, mathematics, Bible and other activities. It will share a uniqueness of giving children the opportunity to incorporate music into many, if not all of these core subjects. Along with the study of music, children will be encouraged to explore, create, and grow through activities such as sign language, Braille study, art, gym and weekly chapel times.

Faith

As a faith-based center, spiritual enrichment is recognized as an essential part of learning. We unashamedly teach, model, and develop the principles found in the Bible as an integral part of our program.

Music

We embrace the validity of music and the important role it has in learning. We believe that music is one of the primary vehicles of learning, and that through music children are able to explore and create in new and exciting ways. Through exploration comes discovery and learning.

Recent studies have indicated that musical training physically develops the part of the left side of the brain known to be involved with processing language. Linking familiar songs to new information can help imprint information on young minds. Recent studies also show that students who study music are more successful on standardized tests such as the SAT and often achieve higher grades in high school.

Contact Info

Kids of Harmony Preschool
159 Granby Circle
Beaver, WV 25813

Phone: 304-207-0543

Email: info@kidsofharmony.com

Our Location

Kids of Harmony is conveniently located off Rte. 19 in Beaver, serving the greater Beckley area. Our classrooms are located in the [School of Harmony](#) Complex (former Shady Spring Jr. High School).

Hours: 8am-330pm Mon-Fri

****Before Care (7:30-8:00 am) and After Care (till 5:00 pm) is available upon request with a charge of \$5 for each half hour started!!**

Rebekah Anderson-Rowe

Owner/Director

School/Degree Information:

- Appalachian Bible College - Bachelor of Arts 2004 - *Bible/Music*
- Marshall University - Master of Arts in Teaching 2006 - *Music Education PK-Adult*

Work Experience:

- Private violin/piano Instructor: 14 years
- School of Harmony Music Instructor (violin/piano): 5 years
- In home child caregiver: 3 years

Instructors: Courtney Strang

Marlee Taylor

Support Staff: JoAnn Boyd

Sarah Rinker

ABC's of Preschool

Kids of Harmony©

Policies and Procedures

A is for...

Arrival time is from 8:00 a.m.-8:30 a.m. Please have your child here NO later than 8:30 a.m. If you arrive before 8:00 a.m. you may wait in the downstairs area of School of Harmony. Students may not enter the classroom before 8:00 a.m.

Attendance is VERY IMPORTANT! For preschool children to develop an appropriate understanding of the preschool structure and expectations it is beneficial for them to attend regularly. Your child's progress, both academically and socially, is influenced greatly by participation. Regular attendance without tardiness is a key.

Absences are an understood part of preschool. If your child is sick, please call and inform us of your child's absence and the reason for it. This is for your child's safety as well as the safety of the other preschool students. If a student must leave early for a doctor's appointment, please let us know in the morning and we will have your child ready for you when you arrive. Never send another person to pick up your child without informing your child's teacher. If you are aware of an upcoming absence, please let us know in advance. Absences, unless due to death, will NOT be made up; please do not send your child on another day other than your regularly assigned days without permission. Please remember that absences DO NOT result in a refund of payment. Preschool tuition is based on year long enrollment (a reserved space), not on attendance. To maintain a reserved space, tuition must be paid during the

absence of a child due to illness, holidays, vacation, or for any other reason.

Reporting child **Abuse**...we are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

If your child is involved in an **Accident** at school that requires first aid, the parent/guardian will be notified and an accident report will be filled out and sent home.

B is for...

Behavior Management Plan: The goal of discipline is to assist and guide the children in the development of self-control. Teachers will discipline in a consistent way, based on an understanding of varying developmental levels. Simple and understandable rules will be established so that expectations and limitations will be clearly defined. Discipline will be constructive in nature, including such methods as diversion, separating the child from the situation, encouragement and reinforcements for appropriate behavior and effort. Corporal punishment is prohibited!!!

Birthdays are a special time at Kids of Harmony. Each child may bring in a special treat for his/her birthday. The treat must be in a sealed and labeled container due to the increasing number of childhood food allergies. Please make arrangements with the teacher before bringing in a snack.

Bounced Checks: If a check is returned for non-sufficient funds, there will be a \$30 fee incurred as a result of the returned check. In addition, upon the second returned check within 6 months, only cash will be accepted for 3 months

C is for...

Communication is encouraged and expected at Kids of Harmony. A weekly newsletter will go home to inform parents of what is happening at school as well as a daily behavior chart to keep you informed of your child's behavior. If you need to communicate with your child's teacher you may call and schedule an appointment or send an email to rebekah@kidsofharmony.com or info@kidsofharmony.com

We will keep your child's information disclosed and **Confidential**.

Our **Calendar** year will begin the third Wednesday in August and continue through the last Friday in May. We will be closed for all major holidays as well as scheduled teacher work days!

We want to inform parents and guardians of **Choking** and strangulation hazards. These concerns involve "draw strings" and "chords" on clothes as well as furniture or toys. Please be careful to not have your child wear such clothes or be around items that could cause any potential for choking or strangulation. At school we take careful precautions to not allow students to come in contact with cords or strings that could cause harm.

To **Contact** Kids of Harmony for any questions or concern during school hours please call 304-207-0543. If unable to reach our staff, please call 304-253-3095 and leave a message with the School of Harmony secretary and we will return your call as soon as possible. After hours, calls will be forwarded to a messaging service for Kids of Harmony, or feel free to email us at info@kidsofharmony.com.

D is for...

Discipline is the training and guiding of a child to make right, appropriate choices. Therefore, we consider it an awesome responsibility to train and discipline your child. A discipline system will be in place that will encourage good behavior as well as discourage bad behavior. Each child will be responsible for their behaviors and will receive negative consequences for inappropriate behavior. Consequences may include limited free time and/or recess. Our teachers will strive to be consistent and fair in all situations. Parents will be notified if a situation arises that can not be handled at school. Corporal punishment is prohibited!!!!

Dismissal will be at 11:30 a.m. for half-day students and 3:30 p.m. for full-day students. Please be prompt to pick up your child. If you are going to be late to pick up your child, please call and let us know. **If you are later than fifteen minutes, a fee of \$15.00 per 15 minutes will be charged.** Continual tardiness in picking up your student will result in a fine and will not be tolerated. ***Reminder: NO one may pick up your child that isn't on the list provided on your enrollment form.***

The **Dress Code** for our students is *modest play* clothes. Because we will be learning through play and hands on experience, it is important that your child be dressed in a comfortable, seasonally appropriate manner. Appropriate shoes for playing in the gym and outside are also important. Modest clothing means: NO belly shirts, short shorts or skirts, clothing with inappropriate characters or messages. **We will ask that on Wednesday, chapel day, no jeans be worn to school.** Kids of Harmony staff reserves the right to determine inappropriate dress.

E is for...

Emergency Cards will be issued in your welcome packet. Please complete and return the emergency card promptly. If any of your information changes such as email address, residence, or home or work phone number, please inform us so that we can locate you quickly in the event that an emergency occurs.

Evacuation: Kids of Harmony Preschool has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the preschool. In the unlikely event that it is needed, the children may be evacuated from the preschool classrooms to another location in the School of Harmony complex or to noted evacuation locations. We will notify you of your child's location.

You may **Email** our teachers with questions or concerns. Our teachers will try to respond in a timely manner. However, if your question or concern is urgent, please call the school.

F is for...

Family involvement is important to us at Kids of Harmony! It is our goal to work alongside you in the training and educating of your child. There will be opportunities for family involvement and participation throughout the school year.

Fire drills will be held on a regular basis throughout the year. All students will participate and will be expected to walk quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill

Forms such as Fire Inspection, Liability Insurance Coverage, Health Inspection, and Business License for Kids of Harmony Preschool are available for parents to see upon request only.

G is for...

Grievance/Complaint Procedure for Parents/Caregiver is as follows:

- *Grievance should be raised directly and confidentially with the Director of the center.
- *The grievance will be dealt with at the earliest possible opportunity.
- *If the problem is not resolved then the matter must be addressed in writing to the Preschool Governing Board
- *The Governing Board will follow up in writing.
- *If the above steps are unable to resolve the matter the state Licensing representative will become involved.

All matters will be treated confidentially.

Guests from Appalachian Bible College will be invited into our classroom on a regular basis to observe and participate in our classroom. These guests are students in the elementary education program that are training to become teachers. Other guests may be invited into our classroom throughout the year. However, you will be notified in advance through the weekly newsletter, "*Harmony Notes.*"

There may be NO **Gum** at school, at any time!

H is for...

Hands-on Learning experiences will be provided for your child. There are times when seatwork is required and necessary, but for the most part, our classroom will be an active learning environment.

"Harmony Notes" is a weekly newsletter that will be sent home at the beginning of each week. Make sure you take time to read the newsletter as it will be the tool to keep you as the parent informed about all the exciting things taking place at school as well as a great reminder for any upcoming events!

Kids of Harmony will observe the following **Holidays**...

- *September 5th – Labor Day
- *October 14th - Teacher Work Day
- *November 8th – Election Day
- *November 11th –Veteran’s Day
- *November 21st -25th – Thanksgiving Break
- *December 19th – January 2nd – Christmas Break
- *January 16th – MLK Birthday
- *February 20th -President’s Day
- *March 25th - Teacher Work Day
- *April 10th - 14th – Easter/Spring Break
- *May 5th - Teacher Work Day
- *May 29th – Memorial Day

I is for...

Illness is an unfortunate part of preschool! However, it is VERY IMPORTANT to keep your child home from school when they are sick. Below are some rules that we ask you to follow when your child is ill:

Please keep your child home if they have...

- Fever greater than 100 degrees
- Diarrhea
- Persistent Sore Throat
- Difficult rapid breathing
- Nasal secretion that is thick, yellow, or green. Cloudy or colored nasal secretions may be an indication of allergies. Please check with your doctor to rule out infection.
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus.
- Vomiting
- Severe pain or discomfort, lethargic behavior and/or increased crying.
- Eye drainage of any type should be checked by a doctor to rule out an infection.

- Unusual rashes should be treated by a doctor to rule out infection.

**Once your child is symptom free for 24 hours or has seen a physician and has a note he may return to school. Make up days are not granted for illness.*

Immunizations must be up to date! Students will not be allowed to begin school without an immunization record on file. Required immunizations are listed in the information packet.

J is for...

Jackets will be needed during the cooler months for outdoor play. Students will go outside daily, weather permitting.

K is for...

A **Kind, Kid-friendly** environment! Kids of Harmony will promote and expect acts of kindness throughout the school day. Teasing, disrespecting, bullying and interrupting learning will not be permitted.

As part of our music curriculum we will be incorporating **Kindermusik** into our classroom. This is a unique, hands-on music opportunity that will enhance learning and provide them with musical knowledge and enjoyment to last a lifetime.

L is for...

Laying a Foundation of character and Christ-like behavior as well as the desire for lifelong learning. Kids of Harmony unashamedly will teach, model, and develop the principles found in the Bible and will do so in all areas of the school day as well as in daily life. Kids of Harmony is a Faith-based center where spiritual enrichment is recognized as an essential part of learning. It is therefore an integral part of our program.

Large Motor Skills Activities: This includes group cooperative games, creative movement experiences, and activities using small equipment such as balls, hoops and parachute. This environment offers a rich resource for encouraging children's growth and development.

Lunch: For students attending preschool all day, YOU MUST PROVIDE a daily packed lunch for your student. Lunches must include one item from the four main food groups (fruit/vegetables/dairy/meat).

M is for...

We will not be administering **Medication.** If your child needs medicine please give it to them before or after school hours. If necessary YOU the parent/guardian may come during school hours to administer medicine to YOUR child. This includes prescription and non-prescription medication.

Medical Treatment...in the event of a medical emergency, first aid or necessary medical treatment will be provided and administered. If a parent objects to their child receiving medical treatment, this information will be kept confidential in the child's file and will be respected. In the case of a life-threatening emergency, Kids of Harmony reserves the right to administer and/or seek immediate medical assistance.

Music and Movement: We will enjoy a variety of songs, records, musical games, creative movement and rhythmic activities. Music experiences are provided that help develop rhythm, memory, visual and language skills, and the joy of music.

N is for...

Remember to read our **Newsletter** each week!

O is for...

Organization is an important skill that can be taught at a young age. Our classrooms will be kept in a neat organized fashion and the kids will be taught and expected to demonstrate the same organizational techniques.

P is for...

There will be four main **Parties** throughout the year: Thanksgiving, Christmas, Valentine's Day and Easter. Parents are welcome to participate in the festivities! We will have other celebrations during the year such as the 100th Day of School and an End of the Year Celebration.

Payments are due by the 5th of each month. Any payment paid after due date will be charged a late fee of \$20 per day. Tuition is broken down into ten month increments. You are paying per month for your child's attendance. If your child misses for any reason, money will NOT be refunded for days missed. Checks may be made payable to Kids of Harmony.

Your child MUST be **Potty Trained** to attend Kids of Harmony preschool!

Your child's **Progress** will be reported per semester unless there are immediate concerns.

Q is for...

Please feel free to ask **Questions**! You can address any questions via email, appointments, or phone calls during school hours.

R is for...

Reading is very important! Your child will have daily opportunities to explore books and will be read to on a daily basis. Reading to children enhances their ability to comprehend spoken and written words. We encourage you to read to your child as often as possible.

Rest Time will be enforced for one hour each afternoon. Rest mats with fitted sheets will be provided for each student. If your child would like to bring a stuffed animal or pillow to KEEP at school for rest time please feel free to do so.

S is for...

Security and **Safety** are of utmost importance to us at Kids of Harmony! Therefore only those listed on your application will be permitted to pick-up your child. Also NO uninvited guests will be permitted to enter the classroom at any time!

Show and Tell will take place as announced by your teacher! Your child may bring in ONE item to show to their friends.

It is required by state law that all parents/guardians sign their child in and out each day. For your convenience, a **Sign in/out** sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day. You must include the FULL name of the child and the person signing them in or out.

A nutritious **Snack** will be provided daily around 10 a.m. If there are any foods your child is allergic to or cannot have, please make sure to make note of it on the application form.

Kids of Harmony will follow Raleigh County Schools for **Snow Days**. If school is closed in Raleigh County due to weather, we

will also close. A 2 hour delay will result in school starting at 10:30 am for FULL-day preschool students. Half-day students will NOT have preschool on 2 hour delay days! There are NO makeup days for snow days unless approved by the director!

Daily **Supplies** will be provided for your child. You may however, send a crayon box with crayons and scissors. We do ask that you do not send any other supplies to school such as markers and tape. We will provide all necessary materials for your child! If you would like to donate supplies to the classroom such as tissues, hand sanitizer, paper plates or prizes for the treasure box we would greatly appreciate it!

T is for...

Bringing **Toys** to school is discouraged because they distract the children from learning. If a toy is accidentally lost or broken, feelings could be hurt. Students may bring a favorite book that they would like read during story time. However, the teacher may use her discretion on whether or not the book is appropriate for story time. The book needs to be clearly marked with your child's name. If a parent would ever like to donate a toy or book to the preschool that all the children can enjoy, the students name will be put on the book as a way to recognize and remember the student's donation.

Tardiness is highly discouraged! Occasional tardiness is understandable. However, we ask that you work hard to have your child here on time each day! Tardiness causes interruption that affects the whole class.

Tuition:

Hours of Operation for HALF Day: 8:30am-11:30am				
Program Options	2-day (M/W or T/TH)	3-day (M/W/F)	4-day (M-TH)	5-day (M-F)
Tuition	\$1230/yr. \$130/mo.	\$1805/yr. \$190/mo.	\$2280/yr. \$240/mo.	\$2945/yr. \$310/mo.

Hours of Operation for FULL Day: 8:30am-3:30pm				
Program Options	2-day (M/W or T/TH)	3-day (M/W/F)	4-day (M-TH)	5-day (M-F)
Tuition	\$2185/yr. \$230/mo.	\$2755/yr. \$290/mo.	\$3230/yr. \$340/mo.	\$3895/yr. \$410/mo.

Tuition may be paid as follows:

- In full by August 1st
- ½ payment by August 1st and remaining ½ Jan. 1
- Ten monthly payments—**August-May** (*if you choose to pay monthly, payments are due by the 5th of each month*)

U is for...

Your child is important to us as are the policies and procedures that are in place. We will, however, be **Understanding** of unexpected, uncontrollable situations that may arise.

V is for...

Parent **Volunteers** are an asset to our school. If you have some time to offer--either in the classroom or at home, please fill out and return the parent volunteer form. Help is always needed and appreciated.

We will occasionally have special **Visitors** visit our classroom. You will be informed of the visitor and their purpose in our classroom before they come.

W is for...

Our preschool has a **Website** which can be accessed at <http://www.kidsofharmony.com/>. Check in regularly for updates on information about our preschool and special events. With permission, your child's picture may be posted on our school website!

A child who wishes to **Withdraw** from Kids of Harmony during the school year must give notice in as much advance as possible. Tuition for the month following withdrawal will still be due.

X is for...

Please send in an **eXtra** outfit for your child in the event of a special need.

Because your child is **eXtra** special and unique, they will have an opportunity to be "student of the week" and share about themselves with the class!

Y is for...

Please remember that **You** are your child's first and most important teacher. No one can influence your child's life in the way that you can!

Z is for...

Z is for **Zoom!** Sit back and watch your child's skills take off! You will be amazed and surprised at the changes this year.