



**Kids of Harmony**  
**Preschool**

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

**Kids of Harmony Preschool**  
**Parent Handbook**  
**2026-2027**

## ***Statement of Purpose***

Kids of Harmony Preschool offers an academically and musically enhanced program for students ages 2-5. Our preschool offers both half-day and full-day programs, providing a variety of options. The goal at **Kids of Harmony** is to nurture young children spiritually and academically while promoting growth in character and education in a loving, safe, structured, challenging, goal-oriented, age-appropriate atmosphere. We desire to see young lives expanded and improved during these formative years, and to see them develop into persons of discipline and character. Our objectives are to provide character and social development through interaction and structure, and to foster the whole child academically and musically through modeling, training, and accountability.

Our center is a newly expanded, child-friendly facility with a licensed capacity of 81 students. To be admitted as a student at Kids of Harmony Preschool, parents must apply, read the school policies and procedures, and provide the student's current immunization records. Final acceptance will be upon completion of an interview with the school administration. ***Kids of Harmony Preschool does not discriminate based on race, color, national and ethnic origin in its admission procedures. Kids of Harmony Preschool reserves the right to decline acceptance of an applicant.***

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

1. Unresolved and continuous, uncontrollable discipline behavior in a 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

## **Hours of Operation:**

**Half Day Hours: 8:15 am - 11:45 am**

**Full Day Hours: 8:15 am - 3:15 pm**

**Before-care is available upon request from 7:30 to 8:00 a.m.**

**An additional fee of \$10 per day applies (permission required in advance).**

## **Tuition Cost and Fees:**

**Please refer to the website for current pricing lists.**

**<https://kidsofharmony.com/cost.php>**

### **Payment Plan 8 Months:**

**August 17th**

**September 17th**

**October 17th**

**November 17th**

**January 5th**

**February 5th**

**March 5th**

**April 6<sup>th</sup>**

**Yearly Payments Due: August 17<sup>th</sup>**

**Semester Payments Due: August 17<sup>th</sup> and January 5<sup>th</sup>**

### **After-School Care Program: 3:30 p.m. - 5:30 p.m.**

Enrollment in this program is required before the first day of school. Permission must be given for the use of this program. This is not a day-by-day, upon-request program. Full program payment is due at the designated payment dates regardless of the number of days your child participates in the after-school daycare.

**After-school care is limited to 10 students; the program will not operate if fewer than 8 students are enrolled.**

## ***Mission***

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

## ***Curriculum***

We seek to provide instruction and development in 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 studying music, children will be encouraged to explore, create, and grow through activities such as art, gym, and chapel.

## ***Faith***

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

## ***Music***

We recognize the validity of music and its essential role in learning. We believe that music is one of the primary vehicles of learning, and that through music, children can explore and create in new and exciting ways. Through exploration comes discovery and learning.

Recent studies have shown that musical training physically develops the left hemisphere of the brain, which is known to be involved in language processing. Linking familiar songs to new information can help solidify knowledge in young minds. Recent studies also show that students who study music tend to be 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](mailto:info@kidsofharmony.com)

## **Our Location**

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

**Hours:** 8 am-3:15 (3:30) pm Mon-Fri

**\*\*Before Care (7:30-8:00 am) is available upon request for a charge of \$10 per half hour, starting from the time it is requested. \*\* \*\***

**The After-Care Daycare program is available upon prior enrollment and operates daily from 3:30 to 5:30. Additional tuition is required to participate in this program.**

## **About Us:**

### ***Dr. Rebekah Anderson-Rowe***

Owner/Director

## **School/Degree Information:**

- National University – Doctorate in Education 2025 – *Early Childhood Education*
- Marshall University - Master of Arts in Teaching 2006 - *Music Education PK-Adult*
- Appalachian Bible College - Bachelor of Arts 2004 - *Bible/Music*

## **Work Experience:**

- Preschool Director: 15 years
- Private violin/piano Instructor: 18 years
- School of Harmony Music Instructor (violin/piano): 7 years
- In-home child caregiver: 3 years

# ABC's of Preschool

## Kids of Harmony©

### Policies and Procedures

#### A is for...

**Arrival** time is from 8:00 a.m. to 8:30 a.m. Please have your child here NO later than 9:15 a.m. Before-care is available from 7:30 a.m. for an additional fee of \$10 per day. If your child arrives before 8:00 a.m. on any day, they will be charged the before-care fee of \$10.

To ensure our students achieve the most academic success, all students must be at school by **8:45**. After 8:45, any student not present will be marked absent and will not be allowed to enter school that day.

**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 significantly influenced by participation.

**Absences** are an understood part of preschool. If your child is sick, please call to inform us of their absence and the reason. This is for the safety of your child as well as 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 a child's absence due to illness, holidays, vacation, or any other reason.

Reporting child **Abuse**...we are required by law to report any suspected incidents of possible child abuse or neglect. Child Protective Services can question your child 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 children in developing self-control. Teachers will discipline consistently based on an understanding of students' varying developmental levels. Simple, understandable rules will be established to clearly define expectations and limitations. Discipline will be constructive, incorporating methods such as diversion, separation from the situation, encouragement, and reinforcement of 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. Please make arrangements with the teacher before bringing in a snack.

**Bounced Checks:** If a check is returned for insufficient funds, a \$30 fee will be charged. Additionally, upon the second returned check within a 6-month period, only cash will be accepted for the next three months.

## C is for...

**Communication** is encouraged and expected at Kids of Harmony. A monthly newsletter will be sent home to inform parents of school activities, as well as a daily behavior chart to keep you updated on 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](mailto:rebekah@kidsofharmony.com) or [info@kidsofharmony.com](mailto:info@kidsofharmony.com)

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

Our **Calendar** year will begin on the 4<sup>th</sup> Thursday in August and continue through the 3<sup>rd</sup> week in May. We will be closed on all major holidays and on scheduled teacher workdays. Be sure to add our Google Calendar to your phone so you know what's happening when!!

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 not to have your child wear such clothes or be around items that could cause any potential for choking or strangulation. At school, we take prudent precautions to prevent students from coming into contact with cords or strings that could cause harm.

To **Contact** Kids of Harmony for any questions or concerns during school hours, please call 304-207-0543. After hours, calls will be forwarded to a Kids of Harmony messaging service. Alternatively, you can email us at [info@kidsofharmony.com](mailto:info@kidsofharmony.com).

Please be sure to download our **Remind App** to your cell phones. This is one way for you to stay directly connected to our preschool and teachers through text and announcements.

Instructions will be given at the open house on how to set this up on your phones.

## D is for...

**Discipline** is the training and guidance of a child to make right and appropriate choices. Therefore, we consider it a tremendous responsibility to train and discipline your child. A discipline system will be in place to encourage good behavior and discourage bad behavior. Each child will be responsible for their behavior and will receive 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 problem arises that cannot be handled at school.

Corporal punishment is prohibited!!

**Dismissal** will be at 11:45 a.m. for half-day students and 3:15 p.m. for full-day students. Please be on time to pick up your child. If you will be late picking up your child, please call and let us know. **If you are more than fifteen minutes late, a fee of \$20.00 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 who is not 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 comfortably and in a seasonally appropriate manner. Appropriate shoes for indoor and outdoor play are also important. Please NO flip-flops or shoes without backs. Modest clothing means: NO belly shirts, short shorts or skirts, clothing with inappropriate characters or messages. Kids of Harmony staff reserves the right to determine inappropriate dress.

## E is for...

**Emergency Contact Info** must be filled out thoroughly on student application. If any of your information changes, such as your email address, residence, or home or work phone number, please inform us so we can locate you quickly in an emergency.

**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 necessary, the children may be evacuated from the preschool classrooms to another location within the School of Harmony complex or to designated evacuation locations. We will notify you of your child's location.

## 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 regularly 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 to parents 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. 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. But only with the Director's permission.

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 our monthly newsletter, sent home at the beginning of each month. 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 7<sup>th</sup> – Labor Day Observed
- \*October 14<sup>th</sup> -16<sup>th</sup> – Fall Break
- \*November 3<sup>rd</sup> – Election Day
- \*November 11<sup>th</sup> –Veterans Day Observed
- \*November 23<sup>rd</sup> –27<sup>th</sup> – Thanksgiving Break
- \*December 18<sup>th</sup> – January 4<sup>th</sup> – Christmas Break
- \*January 18<sup>th</sup> – MLK Day
- \*February 15<sup>th</sup> – Presidents’ Day
- \*February 16<sup>th</sup> – Winter Break
- \*March 26<sup>th</sup> – April 5<sup>th</sup> – Easter/Spring Break

## 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 indicate 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, lethargy, 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.*

**If your child or anyone in your child's immediate family or close contact tests positive for COVID, strep, or hand-foot-and-mouth, the student must stay out of school for 5 days.**

**Immunizations** must be up to date! Students will not be allowed to begin school without an immunization record on file.

## 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.

## 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 parachutes. 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). Kids of Harmony will offer lunch each day for a small fee, which must be paid in advance of the lunch order. Lunch Menu order forms are available if needed.

## 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 month! This will keep you informed about what your child is learning, as well as any necessary announcements or reminders from teachers for your student.

## O is for...

**Organization** is an essential skill that can be taught at a young age. Our classrooms will be kept neat and organized, 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. We will have other celebrations throughout the year, such as the 100th Day of School and an end-of-year celebration. Parents will be given information about ways they can participate in these party days, if available.

**Payments** are due according to the payment plan you selected in your application. Any payment made after the tuition due date will incur **a late fee of \$20 per day**. Tuition is broken down into **eight-month increments**. If your child misses school for any reason, no refund will be given for the days missed. Checks may be made payable to Kids of Harmony. If payments are not made when due, the student may not be allowed to attend until the unpaid tuition is paid.

Your child **MUST** be **Potty-Trained** to attend Kids of Harmony preschool, unless they are in the 2-year-old program. If your child is not potty trained, they may be placed in the 2-year-old class until they complete potty training.

## Q is for...

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

## R is for...

**Reading** is very important! Your child will have daily opportunities to explore books and will be read to daily. 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. 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.

State law requires 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.

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. We kindly request that you refrain from sending any additional supplies to school, such as markers and tape. If you would like to donate supplies to the classroom throughout the school year, 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 to read during story time. However, the teacher may use her discretion on whether the book is appropriate for story time. The book should be clearly labeled with your child's name.

**Tardiness** is highly discouraged! Occasional tardiness is understandable. However, we ask that you make every effort to have your child here on time each day! Tardiness disrupts the whole class. Drop-off is between 8:00 and 8:30. To ensure our students achieve the most academic success, all students must be at school by 8:45. After 8:45, any student not present will be marked absent and will not be allowed to enter school that day.

## **Tuition:**

Tuition is a YEARLY fee, but with select options for payment. Please do not assume that because your child misses certain days or holidays, their tuition rate will be adjusted. We charge PER YEAR, but you may choose to pay in eight-month increments, by semester, or per year.

**Half Day Hours: 8:15 am – 11:45 am**

**Full Day Hours: 8:15 am – 3:15 pm**

**Please refer to the website for current pricing lists.**

**<https://kidsofharmony.com/cost.php>**

Tuition is for the entire school year and may be paid as follows:

- In full by August 17<sup>th</sup>
- ½ payment by August 17<sup>th</sup> and remaining ½ Jan. 5<sup>th</sup>
- Eight monthly payments—**August-May**
  - August 17th
  - September 17th
  - October 17th
  - November 17th
  - January 5th
  - February 5th
  - March 5th
  - April 6th

## **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...**

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** 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 as much in** advance as possible. Tuition for the month immediately following the withdrawal will still be required. You will not receive a refund of any tuition money you have previously paid.

## X is for...

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

## 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 at the changes this year.