

# KANKAKEE TRINITY ACADEMY



## PRE-K PROGRAM

### Parent Handbook

1580 Butterfield Trail

Kankakee, IL 60901

(815) 935-8080

Dear Parents,

Welcome to Kankakee Trinity Academy Pre-K Program! We are excited to have you join our family here at KTA. We are blessed to have the opportunity to be able to come along side you to teach your child academically but most importantly spiritually. Our teachers here not only are experienced and dedicated but most importantly they love the Lord and want to see little hearts love Him too. We want to say, Thank You for making KTA your choice of Preschool and for entrusting us to come along side you to train up and teach your child.

The information in our handbook will help you to understand our school, our policies and procedures. If you have any questions, concerns, or comments, please let the office administration staff or your child's teacher know. We want to come along side you and your child to make this a positive, exciting, God centered experience.

We focus on all areas of learning: social, emotional, physical, intellectual, and spiritual. We provide a safe place for learning and an environment that children will be inspired and encouraged, so they can grow and develop to their fullest potential that God has created in them.

Thank You for joining us here at KTA. We are looking forward to a wonderful year!  
Kankakee Trinity Academy Pre-K Teachers and Staff

## **New Beginnings**

New beginnings are opportunities for growth. You and your child are embarking on a journey with us here at KTA. We consider it an honor to be entrusted with your child. We will do our best, with the Lord's help, to guide your child as he or she grows spiritually, socially, and academically. You will be amazed at how much they will learn even at this early age. Preschool is a huge, exciting step for most children. However, this may be the first time your child has left your side. The teachers are aware that this may cause some "first day tears" for some kids. The best advice we can give is to leave on a positive note. To reassure your child that you love them and that you'll be back to pick them up when schools over. So, give a big hug and big kiss and please don't linger around at the door. Doing so can create more anxiety in your child. And don't forget to please be prompt when picking up your child. Not all children have a difficult time adjusting to new situations while others may have more of a difficult time; all of which are normal. And most importantly, your child will have a fun filled day, so try not to worry. However, if you're needing a little reassurance, feel free to call the office or text your child's teacher to check-up and see how they're doing. But don't worry, your little one is in good hands and will do great in preschool!

## **MISSION STATEMENT**

Our mission is to serve as an Interdenominational Christian school equipping students through excellence in Christ-centered academics.

## **VISION STATEMENT**

Striving for a more perfect union between Christ, life, and education.

## **STATEMENT OF PURPOSE**

To partner with Christian churches, parents, businesses and individuals to accomplish our mission.

To provide excellence in Christian Education with a Biblical foundation resulting in generations of young people who will impact our world for Christ.

To provide a safe, nurturing environment for each uniquely created student, regardless of status, race, or gender.

To challenge each student to reach their greatest potential through spiritual formation and servant leadership.

To provide opportunities for faculty and administration to be life-long learners through spiritual development and continuing education.

To honor Christ in all that we say and do.

## **Statement of Faith**

We believe the Holy Scriptures of both the Old and New Testaments to be the verbally and planarity inspired Word of God; in the fall of man his consequent depravity; in the reality and personality of Satan; in the Trinitarian nature of God: Father, Son, and Holy Spirit; in the virgin birth and deity of Jesus Christ; in the shed blood of Jesus Christ, the only atonement for sin; in justification by faith; in the personality and work of the Holy Spirit; in the physical resurrection of the Lord Jesus Christ from the dead and His glorified bodily presence at the right hand of God as our High Priest and Advocate; in the imminent personal return of our Lord Jesus Christ; in the Christian's walk, to be separated from worldly and sinful practices; in the Church as the body of believers; and in the Great Commission as the primary mission of all believers.

## PHILOSOPHY OF EDUCATION

Kankakee Trinity Academy seeks to provide a quality, Christ-centered education, in which all academic disciplines are predicated on the belief that the universe was created by God for His glory. The program of learning will emphasize academic excellence, with learning experiences aimed at developing the student's maximum spiritual, intellectual, social, physical, and emotional potential.

KANKAKEE TRINITY ACADEMY operates as a private, interdenominational, coeducational Christian school with programs planned for pre-school through twelfth grade.

### Program Goals

Our goals are to identify each area of child development: spiritual, social/emotional, language, cognitive, physical, fine motor, creative/fine arts, mathematics, and sensory; with an understanding that children learn best through hands on activities and through play. This allows us to provide children with many opportunities for growth in all the child developmental areas.

**-Spiritual:** Child learns to love God and love others, to understand what it means to show kindness, to obey, and to be more aware of Gods presences in our world

**-Social/Emotional Development:** Child learns how to express and regulate their feelings as well as to create and develop relationships with their peers and teachers

**-Language Arts:** Child learns to express their thoughts and feelings and to demonstrate early reading skills through hands on activities and through speaking, singing, role-playing, and practicing writing skills

**-Cognitive Development:** Child learns to problem solve through symbolic play, listening to stories that promote cognitive/thinking/memory skills, through hands on activities and games

**-Physical/Large Motor Development:** Child learns to use their large muscles in their legs, arms, and mid/trunk area; creating good physical health habits. Children will be provided with opportunities to participate in large motor activities which include: running jumping, hopping, skipping, crawling, kicking, throwing, catching, and dancing

**-Fine Motor Development:** Child learns to strengthen their fine motor skills by grasping with their fingers and hands. Activities children will participate in that will help strengthen their fine motor development and encourage writing skills include: playdoh, finger painting, scissor cutting, tweezer fun, grasping/holding things such as crayons, markers, colored pencils, paint brushes, stringing beads, lacing, learning to write their names, placing small objects into containers, and practicing with buttons, snaps, scissors, and zippers

**-Creative/Fine Arts:** Child learns through visuals. Children are encouraged to be creative in all the arts: dance, dramatic play, literature/language, speaking, singing, writing/drawing, painting, crafting, and music

**-Mathematics:** Child will learn basic math skills such as sorting, patterning, identifying basic numbers, number sequencing, and addition and subtraction through hands on experiences and exploration with numbers.

**-Sensory:** Child will learn about textures: hard, soft, smooth, slimy, slicky, bumpy, hot, cold, etc. and will be given many different opportunities throughout the year to explore with sensory play and different textures

## Curriculum

Our Preschool and Kinder-Prep curriculum focuses on hands on learning - through play and learning centers. This allows us to focus on the whole development of the child:

- Spiritual
- Social/Emotional Development
- Language Arts
- Cognitive Development
- Physical/Large Motor Development
- Fine Motor Development
- Creative/Fine Arts
- Mathematics
- Sensory

We believe children learn best through hands on experiences and through play. Focusing on the development of the whole child allows us to provide many experiences for children to learn through hands on activities, through teacher led activities, and through play centers and learning centers. Focusing on the development of the whole child allows children to grow not just academically, but spiritually as well. This allows them to build their foundation, so as they move up and move on, they'll be ready for success and to succeed.

## **Preschool Scheduling (2, 3, 4, or 5 days a week)**

We want to be flexible and help our parents. Therefore, you get to choose the days! Children can attend 2, 3, or 5 days a week. Parents can pick which days they would like their child to attend the preschool program. It's preferred that Thursday or Friday to be your child's last day as most parties will take place on Thursday and or Fridays, but you can choose which days' work best for you. Children can attend half days or full day/all day. Half days are from 8-11:20 am. Full days are from 8-3:00 pm.

### **HALF DAY STUDENT INFORMATION**

In order to make a smooth transition for your child and the remaining students in the classroom, the teacher's aide will bring all half day students to the front foyer/lobby area by 11:30am, ready to go. Students should be picked up by 11:30. Students not picked up by 11:30 will be brought to the office to wait for you to pick them up.

### **LUNCH BUDDY PROGRAM**

We have a Lunch Buddy Program for half day students. These students can sign up (for an additional fee) to stay from 11:30-1pm. For a Hot Lunch you will have to sign up (for an additional fee) on our FACTS system. Or you may pack a lunch for your child. All lunch buddy students will be brought up to the front foyer at 1pm to be signed out and picked up.

### **FULL DAY STUDENT INFORMATION**

Parents can arrive a few minutes early to beat the traffic out front in the pick-up line. You can arrive as early as 2:45-2:50pm (be mindful children will still be in class during this time. Otherwise the whole school is dismissed at 3:05. In the front of the school there are a few parking spots you can park in designated just for preschool parents or you can park in the parking lot. We encourage you to pick up your child at the classroom, unless they have an older sibling picking them up and bringing them out to the front for car pool line. If doing this, please make sure to inform your child's teacher.

### **ARRIVAL & DEPARTURE**

Children can arrive as early as 7:45 am, if you're earlier than this you will wait in the front lobby until the bell rings at 7:45am. School begins at 8 am. Half day students are dismissed at 11:30 am. Pick up for half day students will be at the front lobby. Full day students are dismissed at 3:05 pm. Pick up for full day students will be at the classroom. On half days all children will be dismissed between 11:30am at their classroom. If students are not picked up by 11:45am they will be brought into aftercare and there is a charge for this program.

Please remember your promptness in picking up your child is greatly appreciated. Once parents start arriving, some children become anxious if their parent isn't here yet. If your child is not picked up by 3:20 pm they will be taken to aftercare. There is a charge for this program.

## **PARKING**

There are a few parking spots in the front of the building just for preschool parents. Please take advantage of these spots when dropping off and picking up. There is additional parking on the side of the building in the parking lot area.

## **Morning Care/AfterCare**

We offer morning care for all students. Morning care begins at 6am and goes till 7:45 am when children are then dismissed to their classrooms.

Aftercare begins at 3:20. Children are then brought to the aftercare room. Aftercare is from 3:20-5:30 pm. We offer aftercare on half days as well. Children are brought to the aftercare room at 11:45-5:30 pm.

Please make sure when dropping off for morning care that you sign your child IN and OUT when picking them up from aftercare. This is for the safety of your child.

## **AUTHORIZATION FOR PICK UP**

Only those listed on your child's authorization sheets will be allowed for pick up. If there is any question, administration and teachers will ask for an I.D. Please make sure to update information with the office staff and your child's teacher of any changes. Also, please let your child's teacher know if any one new or different from normal will be picking up.

## **Items to Bring vs. Not to Bring**

### **REST TIME: FULL DAY STUDENTS** (please label with child's name)

- \*Beach Towel, Crib Sheet, or small blanket to lay on
- \*Light weight Blanket to cover up with (or sheet during hot weather)
- \*Travel Size Pillow or Pillow pet
- \*Stuffed Animal to snuggle with (optional if child needs one)

Children need to rest quietly after a very busy, fun-filled day in preschool. Each afternoon, your child will lie down on their own mat/cot for about an hour and 15mins. They do not have to sleep; however, they must stay and lay quietly on their rest mat/cot. Most children do end up sleeping. Rest time bedding will go home once a week. Please make sure to launder them and return them to school on Monday or Tuesday, depending when your child attends. We do encourage what comes for rest time (blanket, pillow, stuffed animal) should stay at school for the week. Otherwise, please talk to your child's teacher.

Rest time is between 1:15/1:30- 2:30. Children will wake up, clean up, and get ready for dismissal. Our day ends at 3pm.

**Clothing:** Please dress your child in comfortable clothing for school and according to the season.

Here is a recap of the school's dress code:

- Shorts are permitted, they must be knee length.
- If your daughter wears a dress, ***shorts must be worn underneath.***
- No sleeveless shirts or dresses.
- Flip flops are not the best choice to wear in preschool. Sturdy shoes or sandals are recommended.
- Please do not dress your child in anything that they are not able to maneuver by themselves, such as pants they can't button, overalls they can't put on or take off their self, such clothes like this.

### **EXTRA CLOTHES:**

We ask for an extra change of clothes to be left at school because accidents can and do happen. Your child must be able to change their own clothes without help. They must also be able to use the restroom without assistance. If the extra clothes are used at school, please be sure to wash and send them back the next day. Please bring the extra pair of (pants, shirt, underwear, socks) in a baggie labeled with your child's name on it.

### **TOYS:**

We encourage all toys to stay home or in book bags. Children may have "Show and Tell" days where they can then bring in their favorite things to share with their teacher and classmates. Otherwise please leave them home or in book bags. We don't want to see them get lost. Thank You!

### **LOST-AND-FOUND**

All misplaced items will be placed in the LOST-AND-FOUND near the stage. If a student has lost anything, parents should check by the LOST-AND-FOUND IMMEDIATELY. The school cannot be held responsible for these lost items; however, we will do what we can to help you locate lost items. See the office to help locate the lost and found items.

## **TOILET INDEPENDENCE**

Children must be independently potty trained. This means that: They must be able to use the bathroom by their self and wipe and clean their bottom on their own. They must be able to pull up/down their pants on their own. They must be able to button and zip their pants/skirts on their own. So please put them in appropriate clothing that allows them to feel independent.

If they can do all the above, they are independently potty trained, ready for school, and ready to succeed!

## Lunch, Snack, Allergies

### **LUNCHES**

We do eat lunch in our classroom. You can pack your child a lunch or KANKAKEE TRINITY ACADEMY does have a full service hot lunch program. Lunches may be purchased on a weekly or daily basis and **ORDERED ONLINE only the night before by 7pm. Drink is not included in lunch ordering.** Milk is available for purchase **for the year** but must be paid for in the school office. Or you can pack a drink for your child (please only 100% fruit juice, milk, or water.)

*NOTE: Food should not be shared between students since this may spread bacteria from one student to another and due to allergy safety. Please remind your child not to share their food.*

### **LUNCH BUDDY PROGRAM**

Children who attend half days (11:30) may sign up for an additional fee to be a part of this program. Lunch is not included in the fee. So, you can pack your child a lunch or you can sign up on online for hot lunch.

### **SNACK**

We have snack time each morning. Each month a snack calendar is sent home and every child will have one or two snack days. Please keep track of your child's snack day. Your child's teacher will let you know how many students are in class and if there are any allergies. If you wish you may bring a drink to go with the snack. Please remember all drinks should be 100% fruit juice or small (kid friendly) water bottles. You can bring a container of Juice or small juice boxes. Please keep in mind that we encourage healthy snacks.

#### **For example:**

Cheese sticks or cheese cubes

Fruit (pre-washed and cut)

Fruit Cups

Applesauce

Yogurt/Gogurt

Bananas

Carrots

Celery

Cereal

Gold Fish

Cheese Crackers

Graham Crackers

Pretzels

Granola Bars

Teddy Grahams

\*Children may bring in a special treat for their Birthday snack. (Birthday snacks can be homemade or store bought.) If sending cupcakes, please send in mini cupcakes. 😊

### **FOOD ALLERGIES**

For the safety of your child, please make sure to let the office staff and your child teachers know if your child has a food allergy. If your child has a food allergy, make sure to list it on your child's information sheets and paper work. And please speak with your child's teacher to set up a plan.

## **KTA Discipline Policy**

### **DISCIPLINARY ACTION**

1. Disobeying KTA Board of Directors, administrator, teachers, administrative assistants, secretaries, or any KTA staff person or persons acting on behalf of the school in a supervisory capacity. Hebrews 13:17 “Obey your leaders and submit to their authority. . .”
2. Maliciously giving a false report that potentially damages another person’s reputation or for making racial or ethnic slurs. Proverbs 10:18 “. . . whoever spreads slander is a fool.”
3. Swearing. Leviticus 24:15 “. . . If anyone curses God, he will be held responsible.”  
Ephesians 4:29 “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up. . . .”
4. Singing songs which attack Christian ethics or doctrine. Titus 2:10 “. . . adorn the doctrine of God our Savior.”
5. Making obscene physical gestures Matthew 5:22 “But I tell you that anyone who is angry with his brother will be subject to judgment. Anyone who says to his brother, ‘Raca,’ is answerable to the Sanhedrin. But anyone who says, ‘You fool!’ will be in danger of the fire of hell.” Galatians 5:19 The acts of the sinful nature are obvious: . . . impurity. . . .”
6. Not returning school books, or other school owned material. (In the case of uniforms, the student may be required to pay the amount necessary to purchase a new uniform.)  
Students who do not return all textbooks and/or library books will be fined. Exodus 20:15 “Thou shalt not steal.
7. Wasting restroom supplies such as paper towels, soap, toilet paper. Exodus 20:15 “Thou shalt not steal.”

### **DISCIPLINE/PUNISHMENT/WARNINGS**

Each teacher may post classroom rules and consequences for offenses in addition to KTA’s present policy, for those students who display unruly and class-disrupting conduct. The teacher will send the student to the school office to see the Administrator.

### **Corporal Punishment**

Corporal punishment is not permitted at Kankakee Trinity Academy as a method of discipline. Parents will be ultimately responsible for the discipline of their children. Sometimes they may be called to administer discipline in this area.

## **Fees & Information: Registration Fee, Tuition Fee**

### **PAYMENT OF FEES & REGISTRATION FEES INFORMATION**

Registration Fees must be paid before a place will be held for a student in any class.

### **ACTIVITY FEES**

Book fees, milk fees, equipment, or materials fees (not limited to these) are also due on enrollment days. Book/Activity fees are non-refundable.

### **TUITION INFORMATION**

Tuition can be paid in one of the three following ways:

- A. One payment for the entire year (if paid by summer enrollment days a 5% discount will apply.)
- B. One payment for each semester due August and December through Facts Tuition.
- C. One payment each month due on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month for 10 months from August through May- through Facts Tuition.
  - (1) Those paying monthly have a choice of receiving a monthly bill or having the payment automatically deducted from their checking account.
  - (2) Late fees are assessed by Facts Tuition.
  - (3) Students will not be permitted in school when accounts are 60 days delinquent or more.
  - (4) All 1<sup>st</sup> semester fees must be current for students to return for 2<sup>nd</sup> semester.
  - (5) If an account remains delinquent at the start of the second semester, the account holder will be given 20 days to clear the account before the student is unenrolled.
  - (6) In the case of a late payment history, KTA has the option to flag an account for automatic deduction only.
  - (7) When enrolling after the summer registration days, the first tuition payment will be due with registration and book fees.
  - (8) Late Tuition payments paid to the school office, instead of Facts Tuition, will be assessed an additional \$25.00.

### **DELINQUENT ACCOUNTS**

Delinquent accounts are handled by Facts Tuition.

### **RETURNED CHECK POLICY**

Any returned check received back to KTA from the bank for any reason will be charged a \$25.00 return check fee. The check and check return fee must be paid in cash or with a money order within 10 days of notification.

**FEES:**

Fees may change each year as it depends on what days your child attends. There is 2 day, 3 day, 4 day, or 5 day options- half days or full days. See the office for more information in regards to Preschool & Kinder-Prep Fees. As well as Morning Care Fees and/or Aftercare Fees. And for Preschool & Kinder-Prep Half-day Extended Care Fees.

**ADMISSIONS****YEARLY RE-EVALUATION FOR RE-ADMISSION**

Each returning student is evaluated prior to the next school year to determine re-admission. Readmissions are at the sole discretion of the KTA Board of Directors.

**Health: Safety, Illness, Physicals, Medication****PHYSICAL EXAMINATIONS**

Students in preschool/kinder-prep, kindergarten, sixth grade, and ninth grade are required to have a current year physical examination prior to the opening of school. All immunizations MUST be up to date according to state laws. Students entering kindergarten and sixth grade are required to have a current year dental examination. Due to changing laws, there may be other immunizations that a child may need, the school office will tell you of any information that is needed. Health examination forms are available at the doctor's office, otherwise, they may be picked up at the Kankakee County Health Department. All students must be in compliance by the first part of October. Any student that is not in compliance by the date that is announced by the school office will not be allowed to attend school beyond that date.

**ABSENCE DUE TO ILLNESS**

Many diseases are not easily detected during the communicable period; however, the following symptoms are often warnings or signs of a communicable disease. To help keep the germs away and for the safety of all students. Please remember that if your child has any symptoms listed below, they should be kept home and symptom free for at least 24-48 hours.

**Children should be kept home if they display any of the following symptoms:**

- Nausea or vomiting
- Excessive runny nose
- Red or Discharging from eyes
- Skin eruptions or rashes
- Sore throat
- Earache
- Flushed Skin, chills
- Loose/runny bowel movements
- Swollen glands
- Fever
- Chronic sneezing or coughing

To protect other students from communicable diseases, the school requires that students who become ill with the following communicable illness not return to school until they are definitely beyond the contagious stage and are free of all open sores or other possible contagious symptoms.

For more serious diseases, the school reserve the right to require a written release from a physician or the county Health Department before a student is allowed back in school.

- Measles   - Chicken Pox   - Lice   - Mumps   - Scarlet Fever   - Conjunctivitis
- Hepatitis   - Impetigo   - Strep Throat   - To many to list (ask office when you call)

### **MEDICATION**

Medication may be taken only in the office under the supervision of Office Personnel.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. Each child requiring medication at school shall have a plan for the administration of the medication developed and managed through the school office. The building principal, the school secretary, and the parents will reach a consensus as to who will be responsible for administering the medication or supervising the child in self-administration.
3. It is the parent's responsibility to obtain written orders for all medication from the child's physician. Prescription medication will not be administered without written orders from a licensed physician.
4. Parents must sign a written consent form requesting that medication be given during school hours. (\*please see the office & your child's teacher!\*)
5. Medication must be brought to school by the parents in the original package or an appropriately-labeled container which contains the same information as the prescription package.
6. Medication must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
7. It is the Parent's responsibility to contact the office staff designated to give the medication when the medication is to be given.
8. Unused medication must be removed from school by the parents. Medication not picked up by the end of the school year will be disposed of by the school secretary in the presence of a witness.
9. The responsibility for taking medication at the prescribed time of day rests solely on the parent. In other words, the parent is held responsible for contacting the office staff at the appropriate time the designated medication giver whether it be the secretary or whomever.

## **Emergency Procedures & Policies**

((We do not make-up snow days, sick days, or if school is canceled due to an emergency.))

### **ATTENDANCE POLICY**

Kankakee Trinity Academy is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. If your child misses a day due to being sick, etc. Preschool does not do make up days. Students attend only on the days they are scheduled (teacher discretion).

### **CALLING OFF SCHOOL**

1. For reasons of extreme inclement weather, school will be called off.
2. Announcement will be made as early as possible over Radio Station: AM1320 WKAN and FM95.1 WVLI. (Parents are urged to listen to the radio when they feel a possibility of school being called off exists.)
3. Also through the School voicemail/text message, through FACTS/Ren Web, & through Facebook KTA's Page and the KTA PTO Page.

### **ABSENCES**

If a child is absent for any reason, the parent must call the school office daily and report the following: (\*or you can text your child's teacher.\*)

- Child's name
- Grade & Teacher's name
- Reason the student is absent
- Give symptoms if student is sick

### **DRILLS AND EMERGENCIES**

#### **FIRE**

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Use nearest exit if away from your group.

- e. Leave washrooms...EVERYONE MUST GO OUT!!!
- f. Listen for teacher's directions in a new situation.
- g. Be alert to the instructions posted in each classroom for the FIRE EVACUATION PLAN.

### **TORNADO**

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Listen to the teacher's directions.
- e. Go to assigned place in the building or join the nearest group if away from your own group.
- f. Cover your head, sit on the floor, and face the wall.
- g. Stay away from windows and glass

### **Supply List**

Go onto the KTA website and click on documents. Next click on the Preschool/Kinder-Prep Supply List.

**((\*\*\*See your child's teacher for additional supplies for your child's class Supply List.\*\*\*))**

### **Birthdays and Parties**

Children can bring in a birthday treat for their birthday snack day. Treats can be homemade or store bought. If their birthday doesn't fall during the school year, their birthday snack day will be sometime during the spring/end of the year.

We have 4 parties throughout the school year. Your teacher will post a sign-up sheet. There will be a Fall/Harvest party, Christmas/Jesus' Birthday Celebration party, Valentine's party, and Easter/Resurrection Celebration party. Parents are encouraged to sign-up to bring an item and/or to help at the parties.

## Field Trips

1. ANNUAL PERMISSION SLIPS—are available at Registration and in the office. Each student must have one on file to be permitted to participate in field trips. Specific Field Trip forms giving information and sometimes requiring additional signatures may be used.
2. TRANSPORTATION--All costs for TRANSPORTATION will be apportioned among the students participating in the field trip.
3. SUPERVISION/
  - a. Except for "local" field trips, no trip will be undertaken with less than one adult for every ten students.
  - b. Mothers and/or fathers and/or Grandparent may assist as chaperones.
  - c. Unruly students will be reported to the teacher-in-charge for disciplinary measures.

## Photograph & Publicity

Please make sure to fill out the form stating if you would like your child to be photographed. If you give permission your child's picture to be taken, for example it may be in KTA flyers and brochures, on the website, or in the newspaper. Also, your child's teacher may take pictures throughout the year as well. So, make sure to mark YES or NO if you would like their photo to be taken.

## Donations/Fundraisers

FUND-RAISERS - NON-KTA

Outside fund-raisers are not permitted to be sold on school property or at school functions.

Teachers may ask for donations for things they may need for your child and for the classroom. So please make sure to read the teachers monthly newsletters and notes sent home.

KTA has a yearly AUCTION in the SPRING. They may ask for donations for the auction. All money raised goes back towards the school. Also, your child's class will put together a class basket and craft. Money raised from the class basket and craft goes back towards your child's classroom. The money raised from the class basket and craft helps the teacher purchase art and craft supplies, books, toys, games, shelving units, cleaning supplies, etc.

No donation is too small. Every donation is a blessing to us and our teachers here. If you feel led to help in any way, we appreciate your donations. May God continue to use and bless you.

**We are looking forward to a WONDERFUL and GREAT School Year!**

**May God continue to guide, direct, and use you this year.**

**Many Blessings,**

**KTA Preschool/Kinder-Prep Teachers and Staff**

**Please sign, date and return this portion of the paper to the office.**

**And THANK YOU for entrusting us with your precious gifts and choosing KTA as your Preschool!**

**I, as a parent of a KTA student give permission for my child to be photographed, with name, and pictures &/or name to be used on the website, on our Facebook page, in our brochures, and in the newspaper.**

**Please circle -> YES / NO**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)

**I, as a parent of a KTA student verify that I have read & understand the Preschool/Kinder-Prep Parent Handbook and will support the administration's enforcement of the information, procedures, and policies of the Preschool/Kinder-Prep Parent Handbook.**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(date)