

# KANKAKEE TRINITY ACADEMY



## **Preschool Program**

### **Parent Handbook**

1580 Butterfield Trail  
Kankakee, Illinois 60901  
(815) 935-8080

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Dear Parents,

Welcome to Kankakee Trinity Academy Preschool Program! We are excited to have you join our family. We are blessed to have the opportunity to come alongside you to teach your children. Our teachers love the Lord and want to see little hearts love Him too. Thank you for making KTA your choice and entrusting us to train and teach your child.

The information in our handbook will help you understand our school, policies, and procedures. Don't hesitate to contact the administration or your child's teacher with questions, concerns, or comments. We want to make this experience positive but, most importantly, a God-centered experience.

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

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

### **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.

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

We strive for a perfect union between Christ, life, and education.

## **STATEMENT OF PURPOSE**

- 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 students to reach their most significant 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.

## **PHILOSOPHY OF EDUCATION**

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

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

## New Beginnings

New beginnings are growth opportunities. You and your child will embark on a journey with us here at KTA. Being entrusted with your child is an honor. With the Lord's help, we will do our best to guide your child as they grow spiritually, socially, emotionally, and academically. You will be amazed at how much they will learn even at this early age. Preschool is a huge, exciting step for every child. However, this may be the first time your child has left your side. The teachers know this may cause some "first-day tears" for some students and parents. The best advice we can give is to go on a positive note. Reassure your child that you love them, and we'll be back to pick them up when school is over. Then, give a big hug and kiss and exit the room. **Please don't linger around at the door.** Doing this can create more anxiety in your child. Remember to be prompt when picking up your child. Each child will handle this situation differently, but we're experienced. Your child will have a fun-filled day, so try not to worry. However, if you need reassurance, call the office or text your child's teacher to check and see how they're doing. Don't worry; your little one is in good hands and will have a fantastic experience!

## 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 play. We provide children with many opportunities for growth in all developmental areas.

**-Spiritual:** The child learns to love God and love others, to understand what it means to show kindness, to obey, and to be more aware of God's presence in our world.

**-Social/Emotional Development:** Children learn to express and regulate their feelings and create and develop relationships with their peers and teachers.

**-Language Arts:** Children learn 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:** The child learns to problem solve through symbolic play and listening to stories that promote cognitive/thinking/memory skills through hands-on activities and games.

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

**-Fine Motor Development:** The child learns to strengthen their fine motor skills by grasping with their fingers and hands. Activities that children will participate in that will help support their fine motor development and encourage writing skills include playdoh, finger-painting, scissoring, 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:** The child learns visually. Children are encouraged to be creative in all the arts: dance, dramatic play, literature/language, speaking, singing, writing/drawing, painting, crafting, and music.

**-Mathematics:** The 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:** The child will learn about textures: hard, soft, smooth, slimy, slick, 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 program uses the **Joyful Heart Bible and rhymes with the Joyful Heart character traits curriculum**. "The curriculum provides wonderful ideas and resources to equip and encourage children on a joyful journey into learning with their classmates and teachers. The curriculum focuses on the Bible along with phonemic awareness activities. The curriculum includes an integrated alphabet study, developmentally appropriate math, science, and crafts!" We also supplement with the **ABC bible notebook, Beginner's bible curriculum, Michael Heggerty, Starfall, Gospel Light's Big book of Bible stories, Tom & Tabby Cat, Levi Lion, and monthly themed units**. **Themed units** allow children to learn through hands-on, teacher-led activities and play/learning centers.

Children learn best through hands-on experiences and play. Focusing on the whole child provides many adventures to explore, discover, and build a strong foundation. Academic growth is essential, but spirituality is just as important.

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

To accommodate our families' needs, we offer 3, 4, & 5 days options and ½ days. Doors open at 7:45, and the school day starts promptly at 8:00 am. Half days are from 7:45/8-11:30 am. Full days are from 7:45/8- 3:20 pm.

***Parents are required to walk students to their classrooms.***

## **HALF-DAY STUDENT INFORMATION**

Teachers will bring all half-day students to the front foyer/lobby area by 11:30 am. Parents may park their vehicle alongside the curb and walk to the front doors to retrieve their child. Parents must sign their child out. Any remaining students after dismissal will be waiting in the office for you to pick them up.

## **LUNCH BUDDY PROGRAM**

We offer a Lunch Buddy Program for half-day students. Students may sign up (for an additional fee) to stay from 11:30-1 pm. **A parent must sign up their child for this program at the beginning of the school year. The lunch buddy program is not a drop-in program.** Students may bring a sack lunch or order a hot lunch. For a Hot Lunch, you must sign up (for an additional fee) on our FACTS system by 7 pm the night before. All lunch buddy students will be brought to the front foyer at 1 pm for dismissal. Parents are required to sign out when picking up their students.

## **FULL-DAY STUDENT INFORMATION**

Students will be brought to the front lobby for dismissal at 2:50 pm. Otherwise, the whole school starts dismissal at 3:05 pm. The release runs until 3:20 pm. In front of the school are a few parking spots designated just for preschool parents or additional parking can be found in the lot. We ask that you exit your vehicle and walk to the front doors. Teachers will release your student to you there. You can also wait in the pick-up line. Teachers will bring your child to your vehicle once you arrive at the front doors.

## **EARLY RELEASE**

Dismissal for half-day students is at 11:30 am. Pick-up for all of our students will be in the front lobby. All children will be released on early dismissal days starting at 11:20 am. Teachers will bring the remaining students into aftercare. Aftercare is an additional charge.

**Promptness in picking up your child is greatly appreciated. Once dismissal starts, some children become anxious. If a child is not picked up by 3:20 pm, a teacher will take them to aftercare.**

## **Morning Care/AfterCare**

We offer morning care for all students. This service is available to anyone that needs it. You only pay when and for the time you use this service. Morning care begins at 6 am and goes till 7:45 am. At this time, the teacher dismisses the students to go to their classrooms.

Aftercare begins at 3:20-5:30 pm. All children in the building are brought to the aftercare room. We offer aftercare on half days as well. Any children remaining at 11:45 will go to the aftercare room at 11:45-5:30 pm.

**There is NO after-school care on the Preschool's last day/concert day.**

When dropping off your child from extended care, walk your child to the door and check the child in with staff. When picking up your child, park your vehicle along the curb and ring the doorbell. **Only people on the AUTHORIZATION PICK-UP list can pick up the student.** If there is any question, administration, and teachers will ask for an I.D. Please update information with the office staff and your child's teacher on any changes. Also, please let your child's teacher know if anyone new or different from usual will be picking up.

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

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

\*Beach Towel, Happy napper, Crib Sheet, or small blanket to lay on

\*Lightweight Blanket to cover up with (or sheet during hot weather)

\*Travel Size Pillow or Pillow pet

\*Only 1 stuffed Animal to snuggle with (optional if the child needs one)

Children must rest quietly after a busy, fun-filled day in Preschool. Each afternoon, your child will lie on their cot for about an hour and 15mins. They do not have to sleep; however, they must stay and lay quietly on their rest cot. Most children do end up sleeping. Rest time bedding will go home once a week. Please launder them and return them to school on Monday or Tuesday, depending on when your child attends. We encourage what comes for rest time (blanket, pillow, stuffed animal) to stay at school for the week. Teachers can't be responsible for sending home stuffed animals daily.

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

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

-Shorts are permitted; they must be knee length.

**-Girls wearing a dress must have shorts underneath.**

-No sleeveless or spaghetti straps. Tank tops with a three fingers wide strap are accepted.

-Flip-flops are not the best choice to wear in Preschool. We recommend Sturdy shoes or sandals for outdoor play. Our playground has mulch, and playing with woodchips in their shoes is challenging. A pair of tennis shoes may also be left in the student's backpack.

Please do not dress your child in anything that they aren't able to maneuver by themselves, such as pants they can't button, overalls, or clothing that is too big or tight.

### **EXTRA CLOTHES:**

We ask for a spare change of clothes to be left at school because accidents can and do happen. Your child must be able to change their clothes without help. When an accident occurs, please wash and return clothing the next day. Please bring the extra pair of (pants, shirt, underwear, and socks) in a baggie labeled with your child's name on it to be kept at school.

### **TOYS:**

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

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

Staff will place the lost and found items in a bin near the stage. Parents should check IMMEDIATELY if a student has lost anything. The school cannot be held responsible for these misplaced items; however, we will do what we can to help you locate lost items.

### **TOILET INDEPENDENCE**

Children must be independently potty trained. Toilet independence means that students must be able to use the bathroom alone and wipe and clean their bottoms. They must be able to pull up/down, button, and zip their pants independently. We encourage appropriate clothing that allows them to feel independent.

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



## LUNCHES

We eat lunch together in our classrooms. You may pack a lunch, or KANKAKEE TRINITY ACADEMY does have a hot lunch program. You may purchase lunches weekly or daily and **ORDER ONLINE only the night before by 7 pm. Hot Lunches do not include a drink.** You can pack a drink for your child (please only 100% fruit juice, milk, or water.) ***NOTE: Please remind your child not to share their food.***

## SNACK

We have snack time each morning. Teachers will create a snack calendar to be sent home. Every child will have one or two days per month to provide a snack for the class. Your child's teacher will let you know how many students are in the class and if there are any allergies. You may send a drink to go with the snack. Please remember all drinks should be 100% fruit juice, water, or milk. No juice pouches, please. 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 you're sending cupcakes, please send in mini cupcakes.**

## **FOOD ALLERGIES**

Please let the office staff and teachers know if your child has a food allergy for your child's safety. List the allergies on your child's information sheets and paperwork. Speak with your child's teacher to set up a plan.

## **KTA Discipline Policy**

### **DISCIPLINARY ACTION**

1. Disobeying the KTA Board of Directors, administrators, 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 helps build others up. . . ."

4. Sing songs that 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 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 materials. Students who do not return all textbooks and library books will be fined. Exodus 20:15 "Thou shalt not steal."

7. Wasting restroom supplies such as paper towels, soap, and toilet paper. Exodus 20:15 "Thou shalt not steal."

### **CLASSROOM MANAGEMENT/DISCIPLINE**

Classrooms use behavioral clip charts. Grace is given to each child, just as the Lord continues to provide us.

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.

## **PUNISHMENT**

Parents will be ultimately responsible for the behavior of their children. The administration may call the parents to administer punishment in this area.

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

To guarantee a spot, parents must pay registration fees.

## **ACTIVITY FEES**

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

## **TUITION INFORMATION**

Guardians can pay tuition fees 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 is due in August and December through Facts Tuition.

C. One payment each month is due on either the 5th or the 20th of each month for ten months from August through May- through Facts Tuition.

(1) Those paying monthly installments can receive a monthly bill or have 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 1st-semester fees must be current for students to return for 2nd 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 bill before the student is unenrolled.

(6) Regarding late payment history, KTA can only flag an account for automatic deduction.

(7) The first tuition payment will be due with registration and book fees when enrolling after the summer registration days.

(8) Late Tuition payments paid to the school office instead of Facts Tuition will be assessed an additional \$25.00.

**DELINQUENT ACCOUNTS**-Finance Committee handles delinquent accounts.

## **RETURNED CHECK POLICY**

Any returned check received to KTA from the bank for any reason will be charged an additional \$25.00 return check fee. Families will be responsible for the original bill, and the overdraft fee must be paid in cash or with a money order within ten days of notification.

## **FEES**

Fees may change each year depending on what days your child attends. There are 3-day, 4-day, or 5-day options- half or full-days. See the office for more information regarding Preschool & Kinder-Prep, Morning Care, and Aftercare Fees.

## **ADMISSIONS**

### **YEARLY RE-EVALUATION FOR RE-ADMISSION**

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

## **PHYSICAL EXAMINATIONS**

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

## **ABSENCE DUE TO ILLNESS**

Many diseases are not easily detected during the contagious period; however, the following symptoms are often warnings or signs of a contagious disease. To help keep the germs away and for the safety of all students and teachers, please remember that if your child has any symptoms listed below, they should stay 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 - Sore throat - Swollen glands- Excessive runny nose - Earache - Fever- Red or Discharging from eyes - Flushed Skin, chills - Chronic sneezing or coughing - Skin eruptions or rashes -Loose/runny bowel movements.

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

For more severe 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. These include- Measles - Chicken Pox - Lice - Mumps - Scarlet Fever - Conjunctivitis - Hepatitis - Impetigo - Strep Throat - (Any questions, inquire in the office when you call.)

## **MEDICATION**

1. Only medications must be administered to maintain the child in school and given during school hours.
2. Each child requiring medication at school shall have a plan for administering 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. The Parent's responsible for obtaining written orders for all medication from the child's physician. Prescription medication may not be administered without written charges 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 that 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. Unused medication must be removed from school by the parents. The school secretary will dispose of medicine not picked up by the end of the school year in the presence of a witness.
8. The responsibility for taking medication at the prescribed time of day rests solely on the Parent. In other words, the Parent is responsible for contacting the office staff at the appropriate time, the designated medication giver, whether the secretary or whomever.

**Due to an emergency, we do not make up snow days, sick days, or school cancelations.**

## **ATTENDANCE POLICY**

Kankakee Trinity Academy is committed to the philosophy that 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 scheduled days (teacher's discretion).

## **SCHOOL CANCELTION**

1. The school may be canceled because of extreme inclement weather.
2. Announcement will be made as early as possible over Radio Station: AM1320 WKAN and FM95.1 WVLI. (We urge parents to listen to the radio when they feel a possibility of school being cancellation exists.)
3. A School-wide voicemail/text message through FACTS/Ren Web, & Facebook KTA's, 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 the student is sick

## **TORNADO DRILL**

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

## **FIRE DRILL**

- a. Do not talk, run, or push.
- b. Move quickly.
- c. Stay in line.
- d. Use the nearest exit if away from your group.
- e. Leave washrooms. EVERYONE MUST GO OUT!!!
- f. Listen to the teacher's directions in a new situation.

**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 & TREATS**

KTA encourages students to bring a special treat for their birthday day. Treats can be homemade or store-bought. If their birthday doesn't fall during the school year, their birthday snack day maybe sometime during the spring/end of the year.

We have four 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 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. Parents will receive notifications through Facts Management and Class Dojo.
2. FEES-Facts Management will collect all fees regarding field trips.
3. SUPERVISION/
  - a. Field trip ratio is always at least one adult for every ten students.
  - b. Mothers, fathers, and or grandparents may assist as chaperones.
  - c. Unruly students will be reported to the teacher for disciplinary measures.

## **PHOTOGRAPHY & PUBLICITY**

If you permit your child's picture to be taken, for example, in KTA flyers and brochures, on the website, or in the newspaper, mark yes on the form. Also, confirm with your child's teacher about classroom pictures throughout the year. Teachers post images through Class Dojo, accessible only to parents.

## **FUNDRAISERS-NON-KTA**

We prohibited outside fundraisers from being sold on school property or at school functions.

## **DONATIONS**

Teachers may need donations from time to time.

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

Every donation is a blessing to KTA and our teachers.

**We are looking forward to a WONDERFUL School Year! May God continue to guide, direct, and use you this year. THANK YOU for entrusting us with your precious gifts and choosing KTA as your Preschool!**

**Many Blessings,**

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

**Please sign, date, and return this paper portion to your child's teacher.**

**As a parent of a KTA student, I 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.**

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**(SIGN & DATE)**



