



Kingdom Builders
Preschool & Day Care

8216 Central Ave SE
505-321-8634

A LICENSED DAY CARE CENTER
LICENSE # 100616

Open Monday – Friday
6:30 AM—6:00 PM

Parent Handbook

Revised: 9/27/11

Dear Parent,

We want to welcome you and your child to Kingdom Builders Preschool and Day Care. We are a ministry of the Sandia Mountain Church of the Nazarene. We endeavor to help your child develop a love of God and learning while increasing school readiness. We believe in a team concept where the team consists of the child, the parent, the teacher, the director, and God. We are excited about being a part of your child's life and helping him/her develop. If you have any questions, please call us:

*Cynthia Myers
Director
321-8634*

*Therese Moreno
Children's Pastor
553-9424*

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Mission and Purpose

Our Primary purpose is best explained by Jesus' words in Matthew 19:14 where he said: "Let the little children come to me, and do not hinder them, for the *kingdom of heaven* belongs to such as these." Sandia Mountain Church of the Nazarene reaches out to our community with Christ's love, by providing a safe, nurturing environment where godly foundations are laid. We believe that through caring, nurturing teachers and under a safe, stable environment, the educational, physical, emotional, social, and spiritual needs of children from infancy to age 12 will be met.



Philosophy

We believe that most of a child's learning takes place through play and hands-on activities. We believe that learning can also be extended through the appropriate use of the A Beka program. We believe that children need choices. We believe that children learn best when they feel safe. We believe that, by setting rules and limits that are clear and consistent, we can help children feel secure and develop the confidence to learn through exploration. We believe that children learn best from staff who are warm, nurturing, and growing in knowledge of Early Childhood Education and Developmentally Appropriate Practices. We believe that our staff takes advantage of those teachable moments to encourage exploration, problem solving, and promote social and emotional development.

Commitment and Vision

Kingdom Builders Preschool/Day Care wants to:

1. Be a godly model.
2. Lay godly foundations.
3. Provide fun, interesting ways to learn.
4. Provide a safe environment.
5. Help Children develop according to their abilities.
6. Be a godly and educational support to the family.

We want each child to:

1. Develop self-control and assume personal responsibility for his/her own actions through a positive learning environment.
2. Develop respect for others and their property through daily social interactions with other children and adults.
3. Develop communication skills through a variety of reading, language, number, and writing readiness activities.
4. Develop fine motor and gross motor skills through activities, creative expression, free play, and directed body movement.
5. Feel successful and competent by developing the “I can” attitude and a willingness to try.
6. Develop a feeling that school is a good place to be and a desire to return the next day to learn more.

Policies & Procedures

Curriculum

Through play, children develop cognitive, physical, emotional,

and social skills. They learn to share and take turns. They learn to problem solving skills. They learn math and language skills. In addition to what your child learns through play and interaction with the teachers and his/her peers, your child will also receive training in reading and math readiness through the A Beka Program.



Enrollment

We accept infants (age 6 weeks) through elementary age (12 years). Each child must have the following current information in his/her file:

- Enrollment
- Medical Form
- Copy of Immunization Record (up to date)
- Child Information Card
- Check-Off Signature Form
- Updated Signature Release Authorization Form
- Contract

All enrollment forms and contracts must be renewed annually by August 15th.

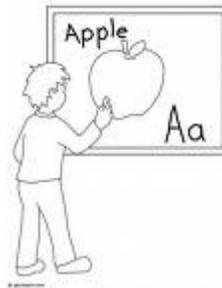
Kingdom Builders Preschool & Day Care is open year-round, Monday-Friday, from 6:30AM to 6:00PM. Enrollment options include: Full-Time, Three Full Days, Two Full Days, Half Time, and Before and After School Care.

Summer School Age Program

During the summer, elementary school age children will enjoy a

variety of activities, including:

- Weekly visits to the library
- Hands on Science
- Field Trips
- Weekly swimming for 6 years olds and older
- Drama/Music
- Cooking
- Crafts
- Physical Education
- Math Games
- Reading Enrichment
- Writing Workshops
- Guest Speakers
- Computer Fun



Holidays

Kingdom Builders Preschool and Day Care will be closed for the following holidays and breaks:

- Labor Day
- Thanksgiving Day
- The Day After Thanksgiving
- Christmas Eve
- Christmas Day
- The Day after Christmas
- New Years Eve
- New Years Day
- APS Spring Break
- Memorial Day

- Two Days in June for a Conference
- Independence Day

Withdrawals

Parents may permanently withdraw their child after a two week notice is given to the school in writing. If notice is not given, tuition for 2 weeks is expected to cover costs until a replacement can be found.

Termination of Enrollment

The center may terminate enrollment if the Director and parents are unable to work together to develop a successful plan for the child.

Tuition

- Full Time (Monday-Friday) is \$115 per week for the first child and \$105 per week for additional children in the same family
- Infant Full Time is \$130 per week
- Three Day (Monday/Wednesday/Friday) is \$95 per week.
- Two Day (Tuesday/Thursday) is \$70 per week.
- Half Day, AM or PM (Monday-Friday) is \$85 per week.
- Before and After School Care is \$85 per week.
- There is \$25 annual registration fee per child.
- Curriculum fee of \$50 per year for 2's & 3's
- Curriculum fee of \$100 per year for K-4.

Registration fee and first week of tuition is to be paid in advance of your child's first day. See Contract Agreement for more de-

tails. Annual registration fee and curriculum fees for subsequent years are due by August 15th.

All tuition fees are due on Monday or on your child's first program day. A \$10.00 late fee will be charged on Wednesday if payment has not been received. If fees are unpaid one week after the due date, your child will not be admitted to Kingdom Builders Preschool and Day Care until full payment is made.

Vacation

You will not be charged if you notify the school in advance that your child will miss a full week due to a family vacation. Vacation fee credit is limited to two weeks per year.

Note: a \$15.00 charge will be assessed for any returned checks.

Attendance

If your child is not going to be attending Kingdom builders on a day when he/she is regularly scheduled to attend, please notify the Director as soon as possible so that we can plan accordingly.

You are expected to pay for all other absences even if your child is ill because you are reserving your child's place. The only exception is in case of a previously scheduled vacation, as described above.

Arrival & Departure

Kingdom Builders' hours are from 6:30AM to 6:00PM, Monday through Friday.

To track arrival and departure times, each child must be signed in and out.

Except in special situations, each child will be assigned a single code that will be given only to the parents or those names that are on the Child Information Card. The code will allow entry into the facility during Day Care hours only. **This code should not be given to your child or to anyone who is not authorized to pick up your child.** This is important for the security of our facility and for the safety of your child.

Arrival

You are responsible for accompanying your child into the school.

Sign-in Procedure

- Clock-in by signing the log and noting the time your child arrived.
- Release your child to a member of the Kingdom Builders staff.

If your child has difficulty with you leaving, please reassure him/her that you will be back after work/school and that he/she will have a wonderful day, **then leave quickly!** Do not continue to go back and comfort your child. This only causes you, your child, and the teacher more distress. You may phone the center to check on your child.

Departure

Children will be released only to the parents or those names that are on the Child Information Card. A signed note from the parent

is required for special release authorization. Proper identification will be required when a child is picked up.

Sign-out Procedure

- Clock Out by signing the log and noting the time that your child is leaving.
- Let a staff person know that you are picking up your child.

KINGDOM BUILDERS CLOSES AT 6:00 PM. Parents will be charged \$1 per minute after 6:00PM that your child is still in our care. After 15 minutes, emergency contacts will be notified. After 1 hour late, Child protective Services will be called.

If your child should need to receive care on extra days over and above those that are specifically scheduled, you must notify the school prior to those days.

School age parents must notify Kingdom Builders Preschool and Day Care in advance of in-service days so that we have sufficient staff and space to care for your child on these days.

Inclement Weather



The weather in Albuquerque is often beautiful, but it could change. Parents, please watch the TV for school closures when the weather is bad. Kingdom

Builders Preschool & Day Care will follow the A.P.S. schedule for school delays. However, we may remain open on some days when A.P.S. closes. Often the roads clear by mid-morning. On delay days, we will open at



9:30AM. We will determine by 9:00 if we will close. You may call 321-8634 to find out if we are closed.

Disaster Plan

In the event of a disaster that would prevent us from staying at our facility, the Day Care would relocate and notify parents and/or authorized emergency contacts to come and pick up the children.

- Emergency numbers are always taken with the teachers during fire drills and disasters, making it possible to call emergency contacts for each child.
- The children will be taken to the Nice and Fresh convenience store at 8205 Zuni Rd SE (phone: 266-3555)
- The teachers will notify the parents and stay with the children until all children have been picked up.

Parents may call the director's cell phone (321-8634) for information regarding their children during a disaster.

Rest Time

After lunch, the children are required to lay down and rest. We need ALL children to take advantage of this time to rest. Please bring a crib sheet and small blanket from home. A vinyl mat will be provided for your child by the school.

All sleep items must be taken home each Friday and washed. They must be returned with the child on Monday.

Personal Belongings

Make sure that all items left with the child are clearly labeled with the child's first and last name.

Clothing

Dress your child for action with clothing that is durable, comfortable, and easily washed. Tennis or rubber soled play shoes are preferred. NO FLIP FLOPS!

You must provide a change of clothing that is seasonally appropriate for your child. If your child soils his/her clothing, he/she will be changed and the soiled clothing sent home for washing. If your child should not have a change of clothes, you will be called to bring a dry outfit or take him/her home. **Dress for the weather.** Children play outside as often as possible. Please label all sweaters, coats, hats, and gloves.

Toys

Children should not bring toys to the facility. The center cannot be responsible for personal items if lost, stolen, or broken. The center provides appropriate toys for your child according to state Day Care Center regulations.

Food

The center will serve breakfast and lunch, as well as morning and afternoon snacks. **Each meal is healthy and balanced and provides a fruit or vegetable, protein, whole wheat, and Vitamin D milk. Snacks are served with 100% juice, Vitamin D milk (12 mos—2yrs), or 2% milk (2yrs-12yrs).**



Birthday & Holiday Parties

We also celebrate each child's birthday at Kingdom Builders Pre-school and Day Care. If you want to bring in a special snack on that day, please notify the teacher in advance. Any snacks brought in should be purchased rather than homemade. We also celebrate holidays and special days throughout the year.

Discipline

Positive encouragement for acceptable behavior is our foremost guidance policy. Clear and consistent limits that children can understand and follow are used. We will guide your child to develop:

- Respect for others and their property
- Self-Control
- Fair Play
- Orderly Conduct

Your child will be taught to assume personal responsibility.

Our policy is to treat each child fairly, firmly, and respectfully in accordance with his/her emotional and physical development. Corporal punishment will not be used. The following are the steps that will be used for behavioral redirection:

1. Child is warned verbally by the teacher and instructed in the proper method of behavior for that situation.
2. The child is redirected to another activity if verbal warnings do not bring positive results.
3. If the child is still having difficulty, the teacher removes the

child from the situation and places him/her in “time-out”. The child is reminded what he/she has done and why the behavior was not appropriate.

4. If inappropriate behavior continues, the teacher confers with the parents, with the knowledge of the Director.

Dismissal will be considered if conferences with the parents and Director bring no resolution.

Health and Medical

The health form found in your registration packet must be completed and on file with the center. This provides evidence that your child is physically able to take part in the school’s activities, and allows your child’s teacher to be aware of any special medical conditions which your child may have (allergies, etc.). Immunizations must be kept up to date and a copy kept in your child’s individual file. The Director has a copy of the required immunization schedule for your reference in the school office.

Sunscreen

Kingdom Builders may apply sunscreen (provided by the parent) to your child before extended play outdoors. We can only do this if a parent has signed a permission slip.



Illness

Children **MUST NOT** be brought to school if they are ill. If your child is ill, please notify the school office as soon as possible. Give the child’s name, the teachers’ name, and the type of illness. Please keep your child home if he/she has a

fever (100.4 degrees or higher), an unusual rash, matted eyes, diarrhea (2 or more loose bowel movements in an hour), vomiting, or other symptoms of illness.

After an illness, children must be free of fever and/or have been on physician prescribed medication for 24 hours before returning to school. The children will be taken outside each day, unless weather is bitterly cold, rainy, snowy, or extremely windy. Please keep this in mind when you are deciding whether your child is ready to return to school.

Contagious conditions require a doctor's release to return to school. Have your child's doctor write this release at the time of your appointment. This precaution will help us maintain a healthy environment for your child.

Parents will be notified to pick up their children immediately if signs of illness occur during the day. Children with an oral temperature greater than 100.4 degrees will be sent home immediately. **Please pick your child up as soon as possible so that he/she does not worry or infect other students and staff.** Kingdom Builders provides a place for an ill child to lie down while waiting for a parent to pick them up.

Medications

All medications are kept in a locked medicine cabinet. Medications requiring refrigeration will be refrigerated. A designated staff person will give medications. In order to give medication, we require written permission from a parent or guardian and it will be administered according to written directions from the prescribing physician. In the case of non-prescription medication,

the parent or guardian must provide written instructions. All prescription medications must be in the original container (as dispensed by the pharmacy), labeled with the child's name, date dispensed, directions, and physician's name. Non-prescription medications must be in the original container. The container must be labeled with the child's name and the date the medication was brought to school. When medication is no longer needed, it shall be returned to the parents or destroyed. The school will not administer any expired medication. The school will keep written documentation of medication given.

Abuse / Neglect

Educators are required by law to report suspected child abuse or neglect. Failure to report is considered a misdemeanor.

Confidentiality

All staff is expected to maintain a positive and professional relationship with parents. It is the responsibility of the staff to keep information on children and families confidential.

Custody Issues

It is the policy of this center to remain neutral in family situations. We cannot legally refuse a biological parent unless there is a court order. Please do not put your child or staff in the middle of your family situation. We will require written permission or official documentation from any person not listed on the registration form as authorized to pick up your child before granting access to your child.

Accident/Injury

If your child is hurt at school, the teachers on duty will provide you with an accident report telling you the nature of the accident, cause, specific injury, staff present, and treatment given. Parents will be notified, depending on the seriousness of the accident, by phone or when the child is picked up at the end of the day. Your signature is required on the copy of the accident report that will remain on file in the school office.

All phone numbers of parents, other numbers of adults to call if the parents cannot be reached, and numbers of the child's doctor must be kept current by the parents. In the event of a serious accident or emergency, the child's parents will be notified immediately. If no one on your child's emergency list can be reached, your child's physician will be called and your child will be transported to the emergency room by ambulance at your expense.

Parent Participation

Teachers welcome opportunities to confer with parents, from time to time, regarding their children. If you have concerns about your child or the center or if you wish to schedule a conference, please feel free to arrange a convenient time with your child's teacher. Parents are welcome in the classroom, but should not distract the teacher from caring for all of the children.



We have an “open door” policy at Kingdom Builders Preschool & Day Care. This means that parents are welcome in the classroom. We encourage parents to communicate with their child's teacher regarding the growth, development, and

needs of their child. Such discussions should not divert the teacher's attention from the other children.

Please communicate regularly with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we are aware of developments that change your child's routine or significantly affect his/her life.

If you would like to help in your child's class on special days, please see your child's teacher in advance. Let the teacher know if you would like to be a guest presenter in your child's class.

Family Involvement

Every Child at Kingdom Builders Preschool & Day Care will have a folder posted outside of his/her classroom. This folder provides a method for daily communication between the parent and the teacher. Please be sure to check your child's folder every day. This will be the primary method for you to receive communication about upcoming special events, open houses, field trips, and special celebration days as well as personal communication specific to your child such as notes about your child's supply of diapers, formula, extra clothes, bedding material for rest time, etc.

Kingdom Builders Preschool & Day Care sends out a monthly newsletter for parents families to be able to learn what is going on in their child's classroom.



Kingdom Builders Preschool & Day Care also hosts an open house at least once a

year. We encourage ALL PARENTS and family members to make this open house a priority. This open house will be an opportunity for your child to perform a short presentation that will demonstrate some of the things that he/she has learned. Parents will also have an opportunity to tour their child's classroom and speak one-on-one with the teacher about their child's growth and development as well as future plans and activities for the class. The Director will also be available during this time to answer any questions that parents may have.

Kingdom Builders specifically encourages fathers, step-fathers, brothers, and uncles to attend our open houses. Male involvement is very important in the development of a young child.

Field Trips

Field trip notices will be sent home along with permission slips prior to the date of the outing. Signed and completed permission slips must be returned 24 hours prior to the field trip in order for your child to participate. A parent must have the Director's approval to accompany their child on any of the posted field trips.

Daily Schedule (Varies when appropriate)

<u>Time</u>	<u>Activity</u>
6:30-8:30 AM	Children arrive, attendance taken, individual attention from teachers, & free play. (Breakfast served from 7 to 8 AM)
8:30-8:45AM	Children's activity. Self selection. Teachers may encourage new topics for exploration or discovery.
8:45-9:15AM	Music/exercise. Story time. Letter and number of the week. Morning prayer.
9:15-9:30AM	Children's activity. Self selection. Teachers may encourage new topics for exploration or discovery.
9:30-10:00AM	Morning break. Children will be served juice and/or snack.
10:00-11:00AM	Outdoor play—Teacher assisted exploration and discovery. Large motor coordination development.
11:00-11:15AM	Language development group activity time. Reading, story telling, finger plays, and children will make up their own stories.



Daily Schedule (continued)

<u>Time</u>	<u>Activity</u>
11:15-11:30 AM	Clean up and prepare for lunch. Teachers and children together will eat home style meals. Good eating habits and manners will be encouraged.
11:30-12:00 PM	Lunch
12:00-12:15 PM	After-lunch clean-up and preparation for naps or rest period.
12:15-2:15 PM	Nap and/or rest time.
2:30-3:00 PM	Afternoon snack.
3:00-4:00 PM	Outdoor play—Teacher assisted exploration and discovery. Large motor coordination development.
4:00-5:30 PM	Group focused activity with emphasis on math and/or science. Clean-up and review of the day.



Language and math times will alternate each day to benefit children attending half days.

Appendix A:

Sample Forms

Please see the Director for your complete registration packet.



Enrollment Application

Child's Name _____
(Last Name) (First Name) (Initial)

Child's Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Date of Birth: _____ Sex: M or F

Child's Social Security #: _____ Date of Enrollment: _____

Circle enrollment plan: Full Time Tues/Thurs Mon/Wed/Fri Half Day AM Half Day PM
Arrival Time: _____ Department Time: _____

Parent Information:
Enrolling Parent/Guardian: _____
(Last Name) (First Name) (Initial)

Relationship to child: _____

Address: _____ City/State: _____ Phone #: _____

Employer: _____ Work Phone #: _____ Extension: _____

Work Address: _____ City/State: _____ Work Hours: _____

E-mail Address: _____ Mobile Phone #: _____

Driver's License #: _____ Social Security #: _____

Parent/Guardian: _____
(Last Name) (First Name) (Initial)

Relationship to child: _____

Address: _____ City/State: _____ Phone #: _____

Employer: _____ Work Phone #: _____ Extension: _____

Work Address: _____ City/State: _____ Work Hours: _____

E-mail address: _____ Mobile Phone #: _____

Driver's License #: _____ Social Security #: _____

Primary Residence: _____ With Mother _____ With Father _____ With Both _____ With Guardian (Name): _____

Parent's Marital Status: _____ Married _____ Single _____ Divorced

If divorced, who has legal custody? _____

May the non-custodial parent pick up the child?
(if yes, include in release section below. If no, documentation from the court may be required.)
The child will be released only to the people on this application and the following persons:

Name: _____ Address: _____ Phone #: _____

Name: _____ Address: _____ Phone #: _____

Signature of Parent/Guardian: _____ Date: _____



CHILD INFORMATION CARD

Enroll Date: _____

Age at Enrollment _____

Student # _____ Last Name _____ First Name _____ MI _____

Address _____ ZIP _____

Date of Birth _____ Sex _____ Language Preference _____ Home Phone # _____

Parent/Guardian _____ Driver's License # _____

E-mail: _____

Employer: _____ Work Phone # _____

Work Address _____

Parent/Guardian _____ Driver's License # _____

E-mail: _____

Employer: _____ Work Phone # _____

Work Address _____

Emergency Contact friend, neighbor, or relative

Name _____ Address _____ Phone # _____

Name _____ Address _____ Phone # _____

Child's Physician _____ Phone # _____

Names of Persons Authorized to pick-up child:

Name _____ Phone # _____ Driver's License # _____

Address _____

Name _____ Phone # _____ Driver's License # _____

Address _____

I hereby authorize the Staff and Director representing Kingdom Builders Preschool/Day Care to give consent for any and all necessary emergency medical and First Aid care for my child (listed above) while attending Kingdom Builders.

Parent/Guardian Signature _____ Date _____



CONTRACT AGREEMENT

CHILD'S NAME: _____

ID#: _____

I, _____, have read and understood the Kingdom Builders Preschool and Day Care Handbook with its policy and procedures.

Parent/Guardian Signature Date

I, _____, have read and understood the Kingdom Builders Preschool and Day Care discipline policy.

Parent/Guardian Signature Date

I, _____, understand my child's weekly tuition will be \$ _____ for my reserved spot _____ scheduled days. I understand that all tuition fees are due and payable on Monday, or on my child's first program day. A \$10.00 late fee will be charged after this day. If fees are unpaid one week after the due date, my child will not be admitted to Kingdom Builders Preschool and Day Care until full payment is made.

Parent/Guardian Signature Date

I, _____, understand that no reduction in payment is made for illness, absence or vacations with the exception of vacation fee credit. Vacation fee credit is limited to two weeks per year and the center must be notified in advance that the child will be out for the full week. During times when my child will be absent due to vacations, arrangement for payment must be made prior to departure.

Parent/Guardian Signature Date

I, _____, understand that if my child is absent for two weeks without payment to secure his/her place, my child will be dis-enrolled.

Parent/Guardian Signature Date

I, _____, agree to notify in writing Kingdom Builders Preschool and Day Care two weeks prior to withdrawal or change. If this notice is not given I agree to pay two weeks tuition.

Parent/Guardian Signature Date

I, _____, understand that Kingdom Builders Preschool and Day Care closes at 6:00 PM and that I will be charged \$5 per 5 minutes after 6:00 PM. After 30 minutes emergency contacts will be called. After one hour late Child Protective Services will be called.

Parent/Guardian Signature Date

Medical Report

Child's Name: _____

Birth Date _____ Sex _____

HEALTH EXAMINATION – Check correct option below and complete information that follows.

1. A complete physical examination was given on _____ (date)
2. A current examination was waived due to _____

TESTS	DATE					RESULTS
	1	2	3	4	5	
	MO/DAY/YR	MO/DAY/YR	MO/DAY/YR	MO/DAY/YR	MO/DAY/YR	
Tuberculin skin or chest x-ray	_____	_____	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____	_____	_____
Diphtheria, Tetanus,	_____	_____	_____	_____	_____	_____
Pertussis	_____	_____	_____	_____	_____	_____
HIB	_____	_____	_____	_____	_____	_____
Poliomyelitis	_____	_____	_____	_____	_____	_____
Measles	_____	_____	_____	_____	_____	_____
Rubella	_____	_____	_____	_____	_____	_____
Mumps	_____	_____	_____	_____	_____	_____
Measles, Mumps, Rubella	_____	_____	_____	_____	_____	_____

MEDICAL HISTORY

Chicken Pox (Year): _____ Scarlet Fever (Year): _____
 T.B./T.B. Contact (Year): _____ Frequent Ear Infections: _____

CHILD'S PHYSICAL LIMITATIONS, SPECIAL NEEDS OR DISABILITIES (allergy, diabetes, heart disease, HIV, hepatitis, epilepsy or hospitalization in the past 12 months, and any medication prescribed for long-term)

Allergies (List): _____
 Routine Medications: _____
 Dietary Restrictions: _____
 Disabilities (Please be specific): _____
 Others: _____

PHYSICIAN'S RECOMMENDATION

This child may be admitted to a group child care facility. Yes NO

Comments: _____

Physician's Signature: _____ Date: _____

Address: _____ Phone #: _____

Parent's Signature: _____ Date: _____

THIS COMPLETED FORM MUST BE RETURNED TO KINGDOM BUILDERS' DIRECTOR PRIOR TO CHILD'S ATTENDANCE AND UPDATED ANNUALLY.





Dear Parent:

In order to make your child feel as comfortable as possible and for us to get to know him/her better, please fill out the information listed below.

What Makes My Child Special!

Child's Name: _____ Name my child goes by: _____

Previously, my child was cared for _____ In a Home Day Care Setting _____ At Another Center
_____ At Home with Me _____ By a Relative,
Friend or Neighbor

There were _____ other children around my child most of the day.
I would say that his/her day was relatively structured/unstructured. (circle one)

In new situations, my child tends to: _____
Any allergies or special needs: _____

Sleep

My child generally (does/does not) take _____ nap(s) during the day. They each last around _____ hours.
Special sleep items (doll, blanket, etc.) _____
Special hints for sleep/resting: _____

Eating/Feeding

My child has special dietary needs (please list): _____
My child is allergic to: _____
Special hints/concerns regarding mealtime: _____

Learning & Fun

Favorite Games: _____
Favorite Songs/Books: _____
Likes to do the following activities: _____
My child can not part with (i.e. toy, blanket): _____
Favorite Color: _____ Pets: _____

Siblings

Name	Age	School
1. _____		
2. _____		
3. _____		
4. _____		

Other

Does your child have any other friends at Kingdom Builders? (circle one) yes no
If yes, who? _____
I would describe my child's temperament as (shy, outgoing, likes to be held, a leader, strong willed, etc): _____
Is your child potty trained? _____ What does your child say when he/she wishes to use the toilet? _____
Does your child need help: Dressing/Undressing _____ Eating _____ Washing Hands _____ Toileting _____
Does your child have any special fears or problems? _____
Any other information that would help us best meet your and your child's needs? _____