



WELCOME TO KING'S KIDS LEARNING CENTER

On behalf of the staff of King's Kids Learning Center ... Welcome! We are pleased that you have chosen our Center to share the early years of your child's life with us. What an exciting journey awaits ahead! The journey will be filled with many joys as you watch your child reach new developmental milestones. There may be times of frustration or uncertainty for you as well; leaving your child in the care of others is often a very difficult decision. Please remember that we are here as partners in raising your child. We will love and encourage them, and keep them safe while you are away. We enjoy having parents visit as often as their schedules permit, so please come and share your child's world whenever possible.

This handbook has been designed to help you understand the philosophy on which our Center was founded, to give you an in-depth insight into the policies and procedures of King's Kids Learning Center and to familiarize you with the daily routines of your child while you are away. Please read this handbook carefully and keep it in a convenient place for future reference.

I am thankful the Lord has placed me in the role of Director at King's Kids Learning Center. Working with children has always been a passion of mine. Sharing the message of God's love with children makes my job even more rewarding. I am committed to leading the staff of King's Kids Learning Center in providing a warm and nurturing environment where God's love is always evident to you and your children. My door is always open. Please come and share your joys, suggestions or concerns with me.

Blessings to your family as you begin this journey.

Kendra Moore,
Director

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MISSION AND BELIEF STATEMENTS

It is the Mission of King's Kids Learning Center to provide quality Christian childcare for families of the Orlando community in a nurturing environment that fosters developmentally appropriate growth. These are the belief statements of the Board of Directors and our staff:

- King's Kids Learning Center believes that each child is a gift from God and, therefore, staff continually seeks to nurture the child and support the parent.
- King's Kids Learning Center provides a safe and healthy environment for children, parents, and staff.
- King's Kids Learning Center provides developmentally and age-appropriate activities for the physical, emotional, and intellectual growth of each child.
- King's Kids Learning Center presents and practices Christian values through modeling, prayers, songs, Bible stories, and special events.
- King's Kids Learning Center has a professional staff that works together as a cohesive team by cooperating, communicating, and supporting each other to achieve individual and Center goals.
- King's Kids Learning Center provides and encourages continual staff development and evaluation for professional and personal growth and Center quality.
- King's Kids Learning Center continually seeks to meet and exceed the criteria for a licensed and accredited agency.



KING'S KIDS LEARNING CENTER'S PHILOSOPHY

The staff of King's Kids Learning Center believes that each child is a precious gift from God with unique and special qualities. Our major emphasis is to help children discover their God-given qualities while providing a safe, nurturing environment.

As a Christian child care center, we help children to learn compassion and respect for others and an awareness of the world around them. We teach and practice Christian values through modeling, prayers, singing and Bible stories. Religious concepts are woven into our curriculum and the daily activities within each classroom. The children are taught daily about God's love for them.

We believe that children learn best in a play-oriented, hands-on environment in which each child develops school readiness skills at his or her own developmental level. Through play, children learn to socialize and communicate their thoughts and feelings to others. They also learn to organize, to problem-solve and to use their imaginations. The activities we provide give children many opportunities to develop their cognitive, social, emotional, physical and spiritual growth.

We believe that the family unit is the most important factor in a child's life. Therefore, building strong relationships with parents is very important to us and we take a partnership approach to childcare. You are welcome at King's Kids Learning Center at any time to share in your child's day.



NONDISCRIMINATION STATEMENT

In compliance with federal and state law and U.S. Department of Agriculture policy, King's Kids Learning Center is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or other protected classifications.

King's Kids Learning Center provides an equal opportunity for individuals with disabilities to participate in the Center's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

CONFIDENTIALITY

Information received from parents on enrollment forms is available to the administrative staff, the bookkeeper, and the teachers who work directly with their child.

King's Kids Learning Center employees respect the confidentiality of written, verbal and observed information. Any information regarding an individual child is discussed with parents privately.

A parent is permitted to review records or medical logs containing information concerning their child upon written request made to the Director.



ORGANIZATION OF KING'S KIDS LEARNING CENTER

King's Kids Learning Center was founded in 2013 as a non-profit corporation providing non-denominational Christian child care for the Orlando community.

The Center has a relationship with Majestic Life Ministries, Inc. through financial subsidies and the leasing of childcare space at a subsidized rate. The staff and members of the church are committed to working with King's Kids Learning Center to carry out its ministry of providing Christian childcare to the children and families of the Orlando community.

King's Kids Learning Center is governed by a Board of Directors, which oversees the programming, policies and financial aspects of the Center. Parents, members of Majestic Life Ministries and professionals with expertise in various areas serve as Board members. The delegation of authority is as follows:

Board of Directors
Director
Lead Teacher

In the absence of the Director and Lead Teacher, teaching and/or support staff is assigned to oversee the program.



THE STAFF OF KING'S KIDS LEARNING CENTER

The Director has a Florida's and National Directors certification, with additional course work in early childhood and administration. She is responsible for the Center's compliance with the Orlando Florida Licensing [§402.301-319, Florida Statutes]. She is also responsible for the daily operation of the Center and the scheduling of staff and children. Together with the Board of Directors she develops the policies and budget of King's Kids Learning Center.

The Lead Teacher has a four-year degree in early childhood education. She is responsible for developing the curriculum and overseeing classroom lesson plans, as well as continuing education for the staff. She also plans special events for the Center and works closely with the Parent Activities Committee to promote family involvement.

Our teaching staff consists of full-time and part-time teachers, teachers assistants, float teachers, and substitutes. Our teachers have training ranging from 80 hours of Early Childhood courses to a four-year degree in education. Teachers working with infants/toddlers must complete infant/toddler coursework. Staff members are required by HFS 46 Licensing Rules to acquire 25 hours of continuing education each year. Training is provided through staff meetings, conferences and workshops, or formal classes at a university or technical college.

All teaching staff receives training in SIDS and Shaken Baby Syndrome upon hire at King's Kids Learning Center. Infant/Child CPR, AED training, and First Aid coursework is taken as needed by the staff to maintain certification. Information on abuse/neglect, child development, communicable disease, sanitation, nutrition, blood-borne pathogens and other health related issues are covered during staff meetings.

In addition to the administrative and teaching staff, we have an administrative assistant.

HOURS OF OPERATION and LICENSED CAPACITY

The hours of operation of King's Kids Learning Center are 6:30 AM to 6:00 PM Monday through Friday, twelve months a year. We accept contracts for child care until 5:45 PM.

Under the terms of Orlando, Florida licensing and our rental agreement with Majestic Life Ministries, King's Kids Learning Center's capacity during the months of September through May is 75 children between the ages of 1 and 5. For the months of June through August, the capacity increases to 125 children to accommodate school-aged children.

CLASSROOMS AND STAFF-CHILD RATIOS

King's Kids Learning Center consists of 4 classrooms: 1 classroom for children under the age of two years, 2 classrooms for children between the ages of two and three years, 1 classroom for children between the ages of three and four years, and one classroom for children four years of age and older. In addition, the Center leases an additional classroom from Majestic Life Ministries during the summer months for our school-aged children.

King's Kids Learning Center complies with the following staff-child ratios established by the Florida Administrative Code [Chapters 65C-20, 65C-22 and 65C-25, Florida Administrative Code], to design Licensing Rules for Group Child Care Centers:

Age Of Child	Staff-Child Ratio	Maximum Group Size
6 weeks to 2 years	1:4	8
2 years to 2.5 years	1:6	12
2.5 years to 3 years	1:8	16
3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	32
6 years to 12 years	1:18	32



DAYS KING’S KIDS LEARNING CENTER IS CLOSED

King’s Kids Learning Center is closed for the following holidays:

New Year’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and the Friday, following Thanksgiving Day, Christmas Eve and Christmas Day.

When New Year’s Day, the Fourth of July, or Christmas falls on a weekend, the Center may close either the Friday before or the Monday after the holiday. The actual days of closing are provided to the parents each January and posted on the parent bulletin board across from the parent time clock.

If King’s Kids Learning Center closes due to inclement weather or other emergency situations, (e.g., power failure, loss of heat, or fire), please follow guidelines of Orange County Public School system.

PARENT INVOLVEMENT

The relationship between parents and teachers is very important to the staff of King's Kids Learning Center. The children in our care are special to all of us, and their well-being is our primary concern. There is so much that we can learn from each other through open communication. If you have questions or concerns regarding your child or our program at any time please do not hesitate to ask for a conference.

King's Kids Learning Center believes in an Open Door philosophy. We welcome and encourage parents to visit their children during the day when work schedules permit, unless restricted by court order. If you would like to join your child for a meal, please let us know a day in advance and we will be happy to make arrangements.

Parent-teacher conversations are held in spring and fall each year for children two years of age and older. Parent round-tables are held for parents of children under two years of age. These meetings give the parents and teachers the opportunity to discuss the children's growth and development.

Our parents are asked to evaluate King's Kids Learning Center annually through a survey. This feedback is important in helping us to continue meeting the needs of our children and parents.

Our Parent Activities Committee, also known as the PAC, meets several times a year to plan family events and to promote staff appreciation through special activities. Some of our planned activities have include family bowling, family park picnic, and a family night at the movies. Events for staff appreciation include a, celebration of birthdays, and Christmas gift certificates. If you would like to be part of planning these types of activities, we welcome you to join.

In addition to the family outings planned by the PAC, King's Kids Learning Center will also plan to have several family gatherings during the year. In spring, we plan to have a Pizza Night during the Week of the Young Child. During the last week of July, we will celebrate King's Kids Learning Center's birthday with a potluck picnic.

Autumn will bring our Hallelujah Party at the end of October and our Harvest Meal, which is celebrated near

Thanksgiving. We plan to finish the year with our Christmas program and birthday party for Jesus.

If you have any special talents, exciting hobbies, or professions that you would like to share with us, please talk with the administrative staff. We often have 'wish' lists that are just waiting for a parent volunteer.

