



## **David's Kingdom Academy**

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Handbook For Parent(s)/Guardian(s)

### **Vision**

David's Kingdom Academy is focused on caring for and developing a love of learning in a Christian atmosphere and a readiness for kindergarten that emphasizes social skills, academic preparedness, emotional and spiritual development of the child.

### **Philosophy**

At David's Kingdom Academy, we believe in nurturing the whole child by fostering growth in academics, faith, and character. Our goal is to prepare children to thrive academically while growing into compassionate, confident individuals rooted in strong moral values.

Our academy is committed to integrating biblical principles with a strong academic foundation. We aim to cultivate a love for learning while instilling a deep understanding of God's truth, empowering children to excel in life with wisdom and purpose."

"David's Kingdom Academy embraces a child-centered approach, focusing on the unique strengths and talents of each child. We provide a safe, loving environment where curiosity is encouraged, creativity is celebrated, and learning is personalized to inspire lifelong success."

“We believe every child deserves access to a high-quality education that equips them with the tools needed to succeed academically and spiritually. By combining innovative teaching methods with traditional values, we help children develop critical thinking, communication, and leadership skills.”

David’s Kingdom Academy is dedicated to fostering a sense of community among students, parents, and educators. Through collaborative efforts, we create an environment where children feel valued, supported, and inspired to reach their fullest potential.

## **Goals**

Here at David’s Kingdom Academy our goals for the children enrolled are to:

1.     **Provide a Strong Academic Foundation**  
  
      Ensure every child is equipped with essential skills in math, reading, writing, and critical thinking to prepare them for future academic success.
2.     **Foster Spiritual Growth**  
  
      Incorporate Bible studies and Christian values into daily learning to help children build a strong moral and spiritual foundation.
3.     **Encourage Multilingual Development**  
  
      Introduce children to different languages to broaden their communication skills and cultural awareness from an early age.
4.     **Cultivate a Love for Learning**  
  
      Create a fun, engaging environment that inspires curiosity and motivates children to explore and learn with confidence.
5.     **Support Emotional and Social Development**  
  
      Teach children how to build positive relationships, manage emotions, and develop respect for others in a nurturing environment.
6.     **Partner with Families**  
  
      Work closely with parents and guardians to ensure children receive consistent support in both their educational and spiritual growth.

## 7. Prepare Future Leaders

Encourage leadership skills by teaching children responsibility, teamwork, and problem-solving, helping them grow into confident, capable individuals.

### **Curriculum**

At David's Kingdom Academy, our daily curriculum is carefully designed to equip children with the skills they need to confidently enter kindergarten, all within a nurturing Christian environment. Rooted in child development and best practices, our curriculum is tailored to meet the unique needs, ability levels, and developmental stages of each child.

To ensure our program meets kindergarten readiness standards, we maintain regular communication with local kindergarten teachers. In addition to academic preparation, our students engage in a weekly Bible curriculum, where they learn foundational spiritual principles. Prayer is an integral part of our day, taking place before meals and at the start of each morning.

At David's Kingdom Academy, we are committed to preparing children not only for their academic future but also for a life guided by faith and strong values.

### **Discipline Policy**

At David's Kingdom Academy, we understand that children are small, tough, curious, exasperating, and incredibly loveable. To truly connect with and guide them, we believe it's essential to watch, listen, and observe each child closely. We pay attention to their individual personalities, emotions, strengths, and challenges, as well as how they interact and play. This understanding forms the foundation of effective discipline.

The word 'discipline' originates from 'disciple,' meaning one who learns from another. For us, discipline is about teaching and learning—not punishment, humiliation, or tears. It's an opportunity to guide children as they learn how to navigate and thrive in a social world. Discipline at David's Kingdom Academy is something we do with children, not to them.

The primary goals of our discipline practices are to help children develop self-control, responsibility, and self-discipline. We recognize that children need guidance in managing their behavior, and, more importantly, they need opportunities to become responsible for their actions and learn to regulate themselves.

Our teachers are committed to understanding the causes behind behaviors, not just addressing the behaviors themselves. Before reacting, we silently ask, “Why?” and respond thoughtfully to meet each child’s needs.

To support these goals, we utilize a variety of positive discipline techniques:

1. Providing choices and decision-making opportunities: Giving children responsibility helps teach them how to be responsible.
2. Explaining the reasons behind rules: When children understand the purpose of rules, they are more likely to remember and follow them.
3. Maintaining consistency: Consistent language and responses from adults model self-control and facilitate its development in children.
4. Adjusting situations when needed: If a child cannot handle a situation, we adjust it to support their understanding and development.
5. Redirecting behavior: We guide children to safer or more appropriate alternatives to achieve the same goals.
6. Allowing natural consequences: We provide opportunities for children to learn through their experiences, as these are often the most impactful lessons.

At David’s Kingdom Academy, we firmly uphold a policy of respect and kindness. No child will ever be humiliated, demeaned, or physically disciplined in any way. Actions such as slapping, hitting, spanking, or any punitive measures are strictly prohibited and grounds for immediate dismissal of staff. Similarly, responding to negative behavior with negativity, such as biting back, is not acceptable.

Children rely on adults to help them regain control during moments when they feel out of control. During these times, our teachers respond with firm gentleness, providing calm, verbal reassurance to guide children toward balance and understanding. We believe that fostering self-discipline through loving, positive, and supportive discipline practices is key to helping children grow into kind, responsible, and confident individuals.”

### **Safety and Emergency Plans of Action**

At David’s Kingdom Academy, the safety and well-being of every child is our top priority. We are committed to maintaining a secure and prepared environment through the following measures:

1. Supervision: Children will never be left alone or unsupervised at any time.
2. Staff Presence: A minimum of one staff member will always be present during operating hours.

3. Certification: All staff members are certified in CPR and First Aid annually to ensure they are prepared to respond to emergencies.
4. Emergency Plans: Fire, earthquake, and severe weather evacuation plans are posted in every area utilized by children for easy access and reference.
5. Drills: Monthly fire, earthquake, and severe weather drills will be conducted at varying times to ensure preparedness. Records of these drills will be maintained and displayed on the bulletin board.
6. Lock-Down Drills: Lock-down drills will be conducted periodically to prepare for unforeseen emergencies.
7. Emergency Evacuation: In the event of an emergency requiring evacuation, children will be safely transported to either the Canoga Park Branch Library or the Winnetka Recreation Center. Parents will be notified immediately with details on where and when to pick up their children.

#### Supplies for staff/children:

##### Emergency Essentials For Children:

1. Emergency Contact Information: A card with parent/guardian phone numbers, emergency contacts, and the child's address. Copies of identification and insurance information.
2. Basic First Aid Kit: Band-aids, antiseptic wipes, gauze, and any prescription medications the child may need.
3. Water: A small, sealed water bottle or two.
4. Emergency Blanket: A compact, thermal (Mylar) blanket to keep warm.
5. Change of Clothes: Full outfit (shirt, pants, underwear, socks, shoes). Weather-appropriate items, such as a hoodie sweatshirt, hat, or gloves.
6. Snacks: Granola bars, dried fruit, or other shelf-stable, nut-free snacks.
7. Safety Items: Flashlight with Extra Batteries, Whistle to signal for help if trapped or separated, Glow Stick Bracelet and Necklace: To keep track of children in low-light or dark conditions, providing a safe and visible way to locate them quickly.
8. Comfort Items: Small Toy or Book: A comforting toy, stuffed animal, or book to reduce stress and anxiety.
9. Hygiene Supplies: Wipes and Hand Sanitizer, Small Pack of Tissues, Plastic Bags: For soiled clothes or waste.
10. Other Important Items: Face Mask: For dust, debris, or public health emergencies.

This comprehensive list will help ensure children are well-prepared and safe in the event of an emergency. Regularly check and update the contents of the backpack to ensure everything is current and in good condition.

#### Emergency Backpack List for Staff:

In an emergency, staff must be prepared to care for themselves and the children under their supervision. Below is a detailed list of items staff should have in a backpack, including essentials for adults, infants, toddlers, and school-age children:

#### For Staff (Adults)

1. Personal Essentials: ID, emergency contacts, and a list of children's names with parent/guardian contact information.
2. First aid kit with band-aids, antiseptic wipes, gauze, gloves, and any medications staff may require.
3. Water bottle(s) or hydration packs.
4. Non-perishable snacks (protein bars, nuts, or trail mix).
5. Flashlight with extra batteries or a hand-crank flashlight.
6. Whistle for signaling in case of separation or need for help.
7. Extra phone charger or portable power bank.
8. Face mask or dust mask for emergencies involving debris or poor air quality.
9. Small personal hygiene items: travel-size toothpaste, toothbrush, wet wipes, hand sanitizer.
10. Clothing & Comfort: Hoodie or lightweight jacket for warmth. Comfortable walking shoes and an extra pair of socks.

#### For All Children

1. Safety and Comfort: Glow stick bracelets and necklaces to keep track of children in low-light or dark conditions. Emergency blankets (one per child). Extra water bottles and shelf-stable, nut-free snacks. Clipboard or notebook with emergency protocols and child attendance lists to keep track of everyone.
2. Entertainment & Comfort Items: Small toys, books, or coloring supplies to keep children calm and distracted. A comfort item like a stuffed animal or blanket (if applicable).

#### For Babies and Toddlers

1. Diapers and Changing Supplies: Enough diapers and wipes for at least 24 hours. Changing pad. Plastic bags for soiled diapers or clothing.

2. Feeding Supplies: Bottles with formula or breast milk (stored in a small cooler, if necessary). Small containers of baby food, snacks, and a spoon. Bibs and burp cloths.
3. Clothing and Comfort: Extra onesies, socks, and a blanket.

#### For School-Age Children

1. Basic Needs: Two changes of clothing, including socks and shoes. Small backpack or bag with personal items (if applicable). Age-appropriate snacks and water bottles.
2. Safety and Communication: Age-appropriate safety cards with the child's name, parent contact information, and any allergies or medical conditions.

#### For Group Needs

1. Communication and Identification: Walkie-talkies or backup phones (if in a larger facility).
2. Large attendance list with emergency contact information for all children and staff.
3. Laminated cards with emergency meeting points and evacuation procedures.
4. Sanitation Supplies: Antibacterial wipes, hand sanitizer, and tissues. Disposable gloves for hygiene purposes. Trash bags for waste disposal.
5. Additional Supplies for Emergencies: Small tool kit (multi-tool, duct tape, scissors). Medications for specific children (clearly labeled and with instructions). Sunscreen and bug spray (for outdoor emergencies).
6. Shared Comfort Items: Pack of blankets for warmth and security. Larger toys or games that can be shared to entertain groups of children.

#### Regular Maintenance

Update the contents of the backpack every 6 months. Check for expiration dates on snacks, formula, and batteries, and adjust clothing sizes as children grow.

By having these items prepared and readily available, staff will be equipped to handle emergencies efficiently while keeping themselves and the children safe and comfortable.

At David's Kingdom Academy, we are dedicated to providing a safe and secure environment where children can learn, grow, and thrive with confidence.

## **Safe Conditions Policies**

### Transportation Safety Policy

At David's Kingdom Academy, transportation will be provided only for specific purposes, including field trips, emergencies, or evacuation situations. The safety and well-being of the children are our highest priority, and we adhere to the following policies:

1. Transportation will only be provided for field trips, emergencies, or evacuation purposes and will never occur without the written permission of a parent or guardian. Signed permission slips must be on file before any child is transported.
2. Only qualified, licensed adult drivers will be permitted to transport children. Drivers will strictly adhere to all applicable state laws and safety regulations.
3. Drivers will never use cell phones or other distracting devices while operating the vehicle.
4. Children will always be secured in appropriate seats with seat belts.
5. At no point will children be left unattended while in the vehicle.
6. After every trip, the vehicle will be thoroughly inspected to ensure no child remains on board.
7. David's Kingdom Academy maintains comprehensive insurance that covers the transportation of children for the purposes outlined above.

At David's Kingdom Academy, transportation will always prioritize safety, proper supervision, and the involvement and consent of parents to ensure a secure experience for every child.

### Safe Conditions Policy

At David's Kingdom Academy, we are committed to providing a safe, clean, and nurturing environment where children can learn and grow. We uphold the highest standards of safety, cleanliness, and excellence to ensure the well-being of every child in our care. The following measures will be implemented:

1. **Active Supervision:** Children will always be actively supervised by qualified adults who have completed comprehensive criminal history checks, drug screenings, and negative TB tests. All staff members are fully trained in required safety and childcare protocols.
2. **Safe Environment:** David's Kingdom Academy will not care for children in areas that are being remodeled, repaired, or painted. All areas used for childcare will be safe, secure, and free of hazards.
3. **Maintenance of Interior and Exterior Spaces:** The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, and furnishings. These will be kept in excellent condition, free

from: Sharp points or jagged edges, Splinters, protruding nails, or wires, Loose or rusty parts, Materials containing poisonous or harmful substances.

4. Daily Cleaning and Sanitization: The facility will be cleaned and sanitized daily to ensure a sanitary and welcoming environment. Toys, furniture, and other equipment used by children will be sanitized daily, weekly, and immediately if soiled or contaminated. All soiled items will be washed thoroughly before sanitization.
5. Sanitary Practices: High-touch surfaces, including doorknobs, tables, and chairs, will be disinfected multiple times a day. Bathrooms and kitchen areas will be cleaned and sanitized daily and after heavy use.

At David's Kingdom Academy, we take pride in upholding a standard of excellence in our care practices. Our facility meets and exceeds safety and cleanliness guidelines to create an environment where children can thrive securely and healthily.

### Child Abuse Protection

At David's Kingdom Academy, the safety and well-being of every child is our utmost priority. In accordance with the law, every staff member at David's Kingdom Academy is required to complete Child Abuse Detection and Prevention training as part of their mandated reporter responsibilities.

Each staff member is legally obligated to:

Complete Mandated Reporter Training to recognize the signs of child abuse and neglect.

Immediately notify the appropriate local child protection agency if they suspect that a child has been abused or neglected.

### Immigrant Family Protection Policy

David's Kingdom Academy is committed to being a safe, inclusive, and confidential childcare center for all families, regardless of immigration status.

We affirm the following:

1. Our staff will never share or collect immigration information.
2. No child or family will be treated differently based on citizenship or residency status.

3. Immigration enforcement personnel (ICE) are not allowed access to our premises unless a signed judicial warrant is presented and reviewed by legal counsel.
4. All students remain under our care and protection during any enforcement activity.
5. Parents and guardians will be supported with community resources, legal help, and open communication.

### Parent/Guardian Communication

At David's Kingdom Academy, we value open and consistent communication with parents and guardians to ensure the best possible experience for your child. We believe that a strong partnership between families and our staff is essential to support your child's growth and development. Our communication practices are designed to keep you informed, engaged, and involved.

1. **Scheduled Family Conferences:** Family conferences will be held at scheduled times throughout the year. These meetings will focus on your child's development, interests, strengths, and areas for growth. Together, we will discuss strategies to support your child's individual needs and celebrate their achievements.
2. **Daily Communication:** Parents will have daily opportunities to discuss their child's day during morning drop-off and afternoon pick-up. Staff members will be available to share updates and answer any immediate questions. Written updates may also be provided in your child's binder or folder. Please check it daily for important information, updates, and any necessary forms.
3. **Brightwheel Communication App:** David's Kingdom Academy utilizes the Brightwheel communication app to facilitate seamless communication between parents and staff. Parents can send and receive messages, view updates, and stay informed about their child's day through this user-friendly platform, which can be downloaded for free on a computer or mobile device.
4. **Special Conferences:** Special conferences may be requested by either the director or the child's parents when specific concerns or topics need to be addressed. These meetings ensure timely resolution of any issues and provide an opportunity for in-depth discussions.

## **Admission/Enrollment/Termination Policies**

### Eligibility for Enrollment Policy

At David's Kingdom Academy, we are dedicated to providing a nurturing and supportive environment where children can grow, learn, and thrive. Our eligibility guidelines are designed to ensure that each child receives the highest quality care and education that meets their developmental needs.

1. **Age and Developmental Requirements:** Children aged 0 to 10 are eligible for enrollment, provided there is available space. While we prefer children to be potty trained, we understand that each child develops at their own pace. We are happy to work with parents and children on an individualized potty training plan.
2. **Growth and Development:** We welcome children who are at a stage of growth and development that allows them to benefit from our educational program. David's Kingdom Academy is committed to supporting children as they develop socially, emotionally, and academically.
3. **Enrollment Forms and Documentation:** Parents or guardians are responsible for submitting all required enrollment forms and documentation before their child's attendance. This includes health records, emergency contacts, and any additional forms outlined during the enrollment process.
4. **Behavioral and Safety Considerations:** While we strive to accommodate all children, we are unable to provide care for children whose behavioral needs endanger the safety or well-being of others. If concerns arise about a child's ability to thrive within our program, parents will be promptly notified, and we will work together to explore appropriate solutions.
5. **Community Resources:** David's Kingdom Academy is committed to the success of every child and family we serve. In cases where a child's needs may be better supported by specialized services or other local agencies, we will collaborate with parents to identify resources and provide recommendations.

At David's Kingdom Academy, our goal is to create a positive and inclusive environment where all children are encouraged to reach their full potential. If you have any questions regarding our eligibility requirements or enrollment process, please feel free to contact us directly. We look forward to partnering with your family!

### Caring for Children with Special Needs Policy

At David's Kingdom Academy, we are committed to providing a nurturing, inclusive environment that supports the needs of all children, including those with special health care needs or disabilities. We comply with the Americans with Disabilities Act (ADA) and aim to create a space where every child can thrive.

1. Commitment to Inclusion: Children with special needs are accepted into our program under the guidelines of the ADA, provided we are able to meet their individualized needs while maintaining the safety and well-being of all children in our care.
2. Staffing Requirements for Special Needs Care: To ensure we can provide proper care and attention to children with disabilities, **two staff members must be available during the time the child is present.** This allows us to meet the specific needs of the child while also supporting the developmental needs of the other children in the program. **If only one staff member is available during the time the child would attend, we regret that we cannot accept the responsibility of providing care, as we would not be able to offer the specialized attention the child deserves.**
3. Respect and Confidentiality: All families will be treated with dignity and respect for their individual needs and differences. David's Kingdom Academy will ensure that all information about a child's special needs is kept confidential and shared only with written parental consent.
4. Health and Support Documentation: Parents are responsible for ensuring that all required health forms and documentation regarding the child's individualized needs are completed by the child's health care provider or other relevant professionals. This documentation will guide us in creating a supportive environment that meets the child's needs.
5. Collaborative Care: We believe in educating children with special needs in the least restrictive environment possible. To accomplish this, we may work in coordination with other agencies, health care providers, and specialists. Parental consent will always be obtained before contacting outside organizations. Inclusion of David's Kingdom Academy staff in IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is highly encouraged to ensure we provide the best possible support.
6. Ongoing Communication: Parents are encouraged to keep David's Kingdom Academy informed of any changes in their child's needs or care requirements. Open communication helps us provide consistent and effective support.

At David's Kingdom Academy, we are dedicated to fostering an environment of inclusion and support while balancing the needs of all children in our program. If you have any questions or concerns about our ability to accommodate your child, please feel free to reach out to discuss how we can work together to ensure their success.

## Enrollment Forms:

Forms to be completed and submitted to David's Kingdom Academy prior to admission include:

Required forms: **(Please note that the required forms has to be completed before childcare can start NO exceptions):**

- Parent/Provider Contract
- Physician Report (LIC 701) and **copy of immunization records up to date**
- Child's preadmission health history-parent/authorized representative report(LIC 702)
- Identification and emergency information (LIC 700)
- Consent for emergency and medical treatment (LIC 627)
- Notification of parents rights(LIC 995A)
- Personal rights(LIC613A)
- Parent notification, additional children and care(LIC 9150)

Additional Required forms:

- First Aid/CPR Emergency Medical Care Consent Form
- Social Media-Photo-video Release Forms
- Emergency Transportation and Field Trip Release
- Family/Child Information Form
- Parent(s)/Guardian(s) Acknowledgement Form
- Christian Based School Acknowledgment Letter

If applicable:

- Nebulizer care consent verification(LIC 9166)
- Blood glucose testing consent verification (LIC 9222)
- Individual infant sleep plan (LIC 9227)(For 2 and under)
- Parent consent for administration of medications and medication chart (LIC 9221)
- Feeding Plan Form
- TOPICAL PREPARATIONS (PREVENTIVE) PERMISSION FORM
- Infant Feeding Guidelines for Parents(For 2 and under)

Forms for parents to keep:

- David's Kingdom Academy handbook (PDF)
- Caregiver background check process (LIC 995E)
- Family, childcare, consumer awareness information (LIC 9212)
- Effect of lead exposure (CDSS) (PUB 515)
- Copy of parent/ provider contract (PDF) (after its signed)
- Copy of rate sheet (PDF)
- Parents Guide To Immunizations (IMM-222) Childcare
- Readiness/Essential Checklist

### Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

### Registration Fee

Upon registration, the family must pay the \$75 registration fee. This fee is non-refundable should the family decide to not attend. For siblings and additional children there will be a discounted fee of \$50

### Deposit

Upon registration, there is a \$100 deposit. This fee is non-refundable should the family decide to not attend.

### Trial Period

The first 30 days of your child's enrollment will be regarded as a trial period, in which case either party may terminate the contract with a two week notice. Each child responds differently to a new environment, new children/providers, and moms/dads absence. We are patient and good at what we do, so most of the time this is a non-issue. However, there are rare times in which we must consider the well being of the group (the other children in our care). If for whatever reason, either party feels our childcare environment may not be the best fit, either party reserves the right to utilize this time period as a trial and terminate the contract without resentment, judgment, or ill-will. In such cases, your two week deposit can either be utilized to cover the last two weeks of care, whether the child attends or not and or any outstanding fees that are owed to David's Kingdom Academy.

### Termination and Withdrawal Policy

After the first 30 days of enrollment, **30 day** written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. Whenever possible even more notice is better. This helps us tremendously. Reason being, unlike childcare centers, we can only take a limited amount of children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us to make future arrangements with new family's inquiring about

daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers we can be.

David's Kingdom Academy reserves the right to terminate childcare services for the following reasons (including, but not limited to):

1. Failure to pay invoices by the due date.
2. Failure to complete required forms as requested.
3. Lack of parental cooperation.
4. Physical or verbal abuse of any person or property by a child and/or parent that is not resolved through an improvement plan established by the director and the parents.
5. Noncompliance with policies outlined in the Parent Handbook.
6. Providing false information, either verbally or in writing.
7. Disciplinary reasons as outlined in the Parent Handbook.

We also understand that life circumstances may arise that require families to remove their child(ren) from our care. In such cases, we request the following:

1. A written notice of at least two (2) weeks stating the intended final day of care.
2. Payment for the last two (2) weeks of care, regardless of whether the child is present during this period. If written notice is not provided at least two (2) weeks in advance, payment for the final two weeks of care must be made immediately.
3. Any remaining balance must also be settled before the child's last day. If the deposit paid during registration does not cover the final two weeks, the remaining balance is required to be paid in full.

We appreciate your understanding and cooperation in adhering to these policies to ensure smooth transitions for all families and staff.

## **Operational Policies**

### Hours of Operation

David's Kingdom Academy is open Saturday and Sunday, from 7:00 AM to 3:30 PM. Parents are required to adhere to these hours. Early drop-offs before your contracted time or late pick-ups after your contracted time will result in an early drop-off fee or a late pick-up fee, which will be charged to your account. **Please see rate sheet.**

We close promptly at 3:30 PM. At 3:30 PM The Director in the staff have very important obligations to attend to So please be considerate of our time when budgeting yours. If your late to pick up “once in a blue moon”, because of bad traffic or whatever, we understand and no hard feelings(A late fee will be charged)! But if late pickups become a regular occurrence, then we may not be the best fit for your childcare needs, and we may be forced to terminate the contract after a meeting with the parent.

### Holiday Closures

**Please note, parents will still need to pay their regular rates during ALL closings( Including Provider Personal and vacation days off) to ensure your child spot is secured.**

David’s Kingdom Academy will be closed on the following major holidays(unless it falls on a weekend and payment for the holiday weekend rate is paid):

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday following Thanksgiving
- Christmas Eve
- Christmas Day

### Additional Closures

There may be additional days throughout the year when the center will be closed due to inclement weather or other special circumstances. Notice will be provided whenever possible.

**Please note, parents will still need to pay their regular rates during ALL closings.**

## Personal Vacation Days

In addition to the holidays listed above, David's Kingdom Academy will be closed for personal vacation days. Parents will receive a schedule of these vacation days well in advance to allow for planning.

## School Breaks

David's Kingdom Academy will remain open during all school breaks, based on the LAUSD school calendar, except for major holidays listed in our holiday closure policy. If your child is school-aged (kindergarten through age 12) and enrolled in our Academy, they are welcome to attend during school breaks on the days we are open. However, please note the following:

1. If your child's attendance during school breaks exceeds the contracted hours, parents will be required to pay additional fees as outlined in the Rate Sheet.
2. These additional fees will be applied based on the appropriate rates for early drop-offs, late pick-ups, or extended care beyond the contracted hours.

We are committed to providing continuity of care for all enrolled children during school breaks and appreciate your adherence to our policies.

## **Emergency Policies**

### Bad Weather Emergency Closure Policy

David's Kingdom Academy will make every effort to remain open during inclement weather. However, we will close when Los Angeles County declares a significant weather warning or when it is otherwise deemed necessary for the safety of staff and families. Reasons for closure may include, but are not limited to, severe weather conditions, extremely low student numbers, power outages, or other safety concerns.

In rare circumstances, David's Kingdom Academy may remain open during a weather warning if the director determines that conditions are safe enough for travel.

In the event of an emergency that requires evacuation or closure, parents will be notified immediately through calls AND text messages. Information will be provided regarding when and where children can be safely picked up.

The safety of the children, staff, and families is always our top priority. We appreciate your understanding and cooperation in these situations.

## School Delays and Closings

David's Kingdom Academy does not follow LAUSD schools' delays or closures. We will remain open during our regular hours, even if county schools are delayed or closed.

However, if a situation arises that impacts the safety of the children, staff, or families (e.g., extreme weather, natural disasters, or other emergencies), we may decide to close or delay opening. Parents will be notified in advance whenever possible.

Please note that unless advance notice is provided, our Academy will operate as usual, and families should plan for regular hours of care.

### Relocation of Children in the Event of Building Emergency

In the event of a major emergency, such as a fire or any other situation that makes the building unsafe, the children will be relocated to a safe facility.

If evacuation is necessary, children will be moved to a nearby local library, local church, or local recreation center for their safety. The specific location will be determined based on proximity and availability at the time of the emergency.

Parents will be notified immediately via calls and text messages with the exact location and will be required to pick up their children from the relocation site as soon as possible.

The safety and well-being of the children are our highest priority, and we thank you for your promptness and cooperation during such situations.

### Child Attendance, Arrival, and Departure

#### Arrivals and Departures

David's Kingdom Academy offers morning and after noon sessions each day. While we understand that parents have varying schedules, we kindly ask that you adhere to your contracted session times to avoid disruptions to class routines.

#### Drop-Off Times:

1. Morning session: Children must arrive no later than 8:30 AM to ensure they do not miss Bible study.
2. Afternoon/evening session: Children must arrive no later than 12:00 PM.

If a child will be arriving later than these times due to unforeseen circumstances, please notify the Director or designated staff member. Note that late arrivals may result in missed lessons.

#### Meal and Snack Times:

Meal and snack times are scheduled for specific times during the day. **If a child is dropped off after the designated meal or snack time, it is the parent's responsibility to ensure the child has eaten prior to arriving or to provide appropriate food for the child.** Due to limited staff availability, we are unable to prepare or serve meals/snacks outside of the scheduled times.

Appointments:

Exceptions will be made for medical or other necessary appointments. Please notify the Director of an approximate arrival time.

Sign-In and Sign-Out Procedures:

Parents/guardians must sign children in and out daily using the parent communication app or the sign in and out sheets

Authorized Pick-Up:

Only individuals authorized by the parent/guardian are permitted to pick up children. Parents must complete an Authorization Form listing all approved and denied individuals.

Authorized individuals may be required to present photo identification.

If someone not listed on the Authorization Form will be picking up your child, parents/guardians must notify the Director in advance. The individual must present valid photo identification.

Court-ordered custody documentation must be on file if applicable.

Late Pick-Up/Early Drop off:

Parents/guardians must notify the Director if an emergency prevents them from picking up their child on time.

Overtime charges of \$1 per minute will apply if the child is dropped off after the contracted pick-up time.

Early drop off charges of \$5 per 5 minutes will apply if child is dropped off before the contracted pick-up time.

If a child remains at the facility 30 minutes beyond the contracted time with no communication from the parent/guardian or authorized individual, the local police and the Department of Child Services will be notified.

Note: Staff will make the following attempts before contacting authorities:

1. Call the parent/guardian 15 minutes before the contracted pick-up time.
2. Make two additional attempts to contact the parent/guardian.
3. Contact individuals listed on the Authorization Form.

Repeated late pick-ups may result in a meeting with the Director. Persistent tardiness could lead to termination of the enrollment contract, and any outstanding fees will remain the responsibility of the parent(s)/guardian(s).

### Reporting Children's Absences

To assist us in planning our day, please notify the Director or staff as early as possible if your child will be absent, late, or picked up earlier than usual.

### Tobacco, Alcohol, Firearms, and Drugs

David's Kingdom Academy strictly prohibits the use or presence of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. A full copy of this policy is available at the entrance of the facility or upon request.

### Payment and Fee Schedule

**All tuition payments are due each Monday for the week ahead and if you are paying monthly, it is due at the first of every month regardless of your child's attendance. David's Kingdom Academy reserves the right to change these fees with a 30 day notice.**

### Childcare Fees

Please see the parent provider contract along with the rate sheet for current rates and fees provided by the provider. **We have several payment options, but we do require that a card is on file to cover any late fees or balances.**

### Fees for Families on Subsidy

Families are responsible for the portion of the fee not covered by the subsidy.

### Billing

Weekly Invoices will be delivered every Friday and will include the fees due for the week coming up. Payments will be due on Monday also include any late fees or additional fees that weren't paid the week before.

### **See the rate sheet for late fees for late payments**

Any late fees will be included on the next invoice, if not paid prior to when it is printed. There will be no charge for holidays or other events (i.e. pandemic) when the center is closed.

**Late fees in the amount of \$20/ child will be charged for each day that the payment is made past the day it was due. If payment (including late charges) is not received by the 3rd Day "LATE DAY", the child's enrollment will be suspended, and not allowed to attend until the bill is paid. Provider may also immediately terminate care for child(ren) if the bill is not paid.**

### Early drop off/ Late Pick-up Fee

Please see the current rate sheet for late pick up fees in early drop off

### **Medical Policies**

#### Immunizations and Physical Exam

Every child must be current on immunizations and verification of a physical exam (well child check-up). These records must be provided prior to your child's first day of attendance.

**Without this documentation, your child may not attend.**

If your child receives new immunizations and/or has an updated physical, please contact the academy so we can update our records

**Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved by a state consultant.**

#### Medication

Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).

Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.

A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.

Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.

Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

### Communicable Diseases

Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.

Every means will be taken to prevent the spread of communicable diseases.

**Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend. If your child has any of the symptoms below, please do not bring your child to David's Kingdom Academy.**

**You will be called to remove your child if any of the following symptoms exist:**

- 1. Vomiting**
- 2. severe coughing**
- 3. temperature of 100 or higher**
- 4. Diarrhea**
- 5. suspicious rash**
- 6. difficult or rapid breathing**
- 7. lice (may only return when deemed "nit free")**
- 8. red, encrusted, or runny eyes**
- 9. lethargic behavior**

Parents are expected to have the child picked up within the hour of being notified that the child is ill to minimize the spread of illness.

Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.

Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to David's Kingdom Academy

Please do not give your child medication and send them to David's Kingdom Academy if they have been ill through the night.

Parents should have a backup plan of care established if a child is sent home from David is Kingdom Academy with an illness.

If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

### Reoccurring Medical Issues

If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, David's Kingdom Academy must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.

Please refer to the Communicable Disease section for suspicious rashes or conditions.

If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

### Accidents

Parents/guardians will be notified of accidents as soon as possible.

The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.

In non-life-threatening instances, the staff will provide on-site first aid.

If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.

Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of California. Parents will receive a copy of the accident report that is mailed to the state.

If the injury requires immediate medical attention, 911 will be called.

## **Parental Responsibilities**

### Meals and Snacks

Morning snack is served from **7:00 AM - 8:30 AM and 10:00 AM - 10:30 AM** daily. If your child will be coming after **8:30 AM** please have them eat breakfast at home.

Please do not bring fast food/breakfast foods from home for your child into the facility.

David's Kingdom Academy, will not store breakfast items for individual children unless the child has a special dietary need that the parent provides for.

An afternoon snack is served at approximately **2:30 PM-3:00PM**

David's Kingdom Academy will provide healthy snacks each day. Donations of healthy snacks to share with the group are also appreciated. Suggestions for healthy snacks are fruit, yogurt, pretzels, string cheese, raisins, vegetables and hummus. Goldfish crackers are also allowed (whole grain).

Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, BUT the State Board of Health requires that all foods be commercially prepackaged. No homemade foods are allowed. Items may be purchased at a bakery with the logo and address on the box.

Lunch will be served from **12 PM-1PM**. Water will always be available as well throughout the day.

**If you drop off or pick up your child before or after the scheduled meal times it is your responsibility to provide food for your own child before they get to the center**

If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

## Potty Training Policy

At David's Kingdom Academy, we are dedicated to supporting parents and children during the potty training process. To ensure a smooth and consistent experience for your child, we have established the following potty training policy:

**Parent Collaboration:** Parents and staff must work together to maintain a consistent potty training schedule. Communication between parents and staff is essential to ensure the child is on the same routine at home and at the Academy. Parents are encouraged to share specific techniques or routines that have been effective at home, so we can mirror them in our care.

**Supplies Required:**

1. Parents must provide the following items to assist with potty training:
2. Two (2) changes of clothing (shirts, pants, or dresses as needed).
3. Extra pull-ups, underwear, socks, and shoes in case of accidents.
4. All items should be labeled with the child's name for easy identification.

**Handling Accidents:** In the event of an accident, the child's soiled clothing will be properly bagged and sent home for washing. If requested, we can wash minor soiled clothing items to reduce inconvenience.

**Daily Routine:** Children will be encouraged to use the potty at scheduled times throughout the day (e.g., before meals, after naps, and before outdoor play). We will offer gentle reminders and positive reinforcement to support the child's progress.

**Open Communication:** Staff will provide updates on the child's potty training progress daily, including any successes or challenges, so parents can stay informed and adjust as needed at home.

At David's Kingdom Academy, we believe that potty training is a collaborative effort. Our goal is to make the process as smooth, positive, and stress-free as possible for both the child and the parents. Together, we can help your child reach this important milestone!

## Naps/Rest Period

Children will participate in a rest period after lunch each day.

Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of time.

Please provide a small pillow and a security item (stuffed animal), if needed.

Blankets and sheets will be provided by and washed daily through David's kingdom Academy.

Every Friday the child's nap items will be sent home to be washed and returned on Monday.

### Field Trips/Car Seats

Car seats are required when we must transport a child for field trips. Car seats must be provided by the parents. You may review the California child passenger laws online.

Permission slips are required for each field trip.

A separate permission slip will be needed if we will be transporting your child.

Children who do not have a signed permission slip on file may not participate in the planned field trip.

### Files

Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.

**If information is requested for the child's file, and is not received, care may be discontinued.**

### Clothing

Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.

Each child should be able to handle fastenings with minimum of help.

Accidents happen. In case of a toileting accident, crafting accident or spill, **please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).**

Mark your child's name clearly on all articles of clothing.

If your child is sent home in a change of clothes that belongs to David's Kingdom Academy please wash and return it as soon as possible.

**Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.**

Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.

Please have your female child wear leggings/shorts under her dresses.

As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.

Children will be expected to go outside to play (even if just for a short period of time) when the weather permits (David's Kingdom Academy will have discretion and the Weather Watch charts posted in the classrooms—36 degrees with wind chill in colder weather to 90 degrees in warmer weather).

Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.

Sunscreen will be provided. Children with allergies, or sensitivities to sunscreen, must bring their own, clearly marked, sunscreen.

### Toys & Electronic Devices

David's Kingdom Academy is well stocked with a variety of toys and materials for the children to play with.

Personal toys are often the cause of arguments among children.

No toys shall be brought to David's Kingdom Academy from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.

If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.

**Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.**

### Lost and Found

Items often get misplaced or put in the wrong backpack. **Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).**

Check with your child's teacher if an item comes up missing.

David's Kingdom Academy is not responsible for items that the child has misplaced.

### **Pandemic Procedures**

The health and safety of our children, families, and staff are our top priority. In an attempt to mitigate the spread of this virus in our childcare community, the following changes, in alignment with CDC and the FSSA recommendations, will be implemented as follows:

### Dropping Off and Picking Up of Students

To provide for the health and safety of the children, staff, and families, changes have been made to our drop off and pick up policy until further notice:

1. The children will be dropped off and picked up at the door at David's Kingdom Academy
2. Parents and other visitors will be asked not to enter the building
3. Temps will be taken for each child before they can enter the building each day.
  - a. If their temp is 100.4, or higher, they will not be able to stay.
  - b. They must stay home until they are fever, and symptom free, for a minimum of 72 hours before returning to school.
4. Parents are asked to check their child in using the parent communication app to avoid having to use paper and pen. Parents can notify staff of their arrival for pick up through the app, also.
5. All children will wash their hands or use hand sanitizer before entering the classroom.
6. Masks are recommended for the children, but not required. They will be provided if needed/required.

7. If parents need to speak with the director, they will let the staff member at the door know and he/she will be paged to come to the entrance.
8. If parents need to enter the building for emergency purposes, they should let the staff know and sanitize their hands upon entry.
  - a. We ask that no parent touch anything during this time and practice social distancing by remaining six (6) feet away from any staff member or children, other than their own.

### Illness Policy and Monitoring

Students will have their temperatures checked daily. Once upon arrival and then after lunch, or before, if a staff member notices any change with your child's behavior and/or coloring, or if your child complains of not feeling well.

Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before 72 hours.

Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.

Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.

Parents will be required to contact David's Kingdom Academy, within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.

If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child \_\_\_\_\_ was seen and was evaluated for \_\_\_\_\_... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).

If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, David's Kingdom Academy, must be contacted immediately by phone at 818-641-0215.

If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.

The health department will inform both the parents and David's Kingdom Academy staff of the recommended quarantine period and give directions on any possible closings of a classroom or program and the length of time for either.

### Keeping Healthy

David's Kingdom Academy will take every precaution for your child to stay healthy and ask that the parents help with this:

1. Consistent hand washing and cleaning of the center will be performed throughout the day.
2. Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
3. We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend David's Kingdom Academy
4. We ask that all families practice social distancing as recommended and/or required by State and Federal guidelines.
5. During a time of a pandemic, David's Kingdom, Academy, will only care for the allowed students in accordance with the state, federal and local government.

### Closing of David's Kingdom Academy

If David's Kingdom Academy is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the Los Angeles Health Department. Any, and all, direction for additional cleaning and disinfecting, quarantine recommendations and/or closures will be made by the health department after talking with those affected. David's Kingdom Academy has every intention of remaining open during these uncertain times but may close as directed by state or local officials at any time during the pandemic.

## Tuition Payments During a Pandemic

Payment of care is taken on a circumstance basis depending on the situation and pandemic. David's Kingdom Academy will keep all families updated of any tuition changes due to the closing of the facility.