



2026 -2027 Handbook

Contact Us

King's Park International Church

1305 Odyssey Drive

Durham, NC 27713

Office: (919) 544-6304

Kingspark.org/KPP

preschool@kingspark.org

Our Mission Statement

The mission of King's Park Preschool (KPP) is to help families know God, grow together, discover purpose, and make a difference. We provide Christ-centered, quality, safe, and affordable care and education for preschool aged children.

About Our Program

King's Park Preschool (KPP) is a ministry of King's Park International Church. We are committed to loving, nurturing, teaching, and caring for children in a Christ-centered learning environment. KPP is structured and functions as a half-day preschool. We follow Mother Goose Time© academic curriculum and The Gospel Project© biblical curriculum. Creating and cultivating a fun, engaging, and dynamic atmosphere that fosters learning is an essential part of our program. We intentionally incorporate and facilitate lots of play, music & dance, and arts & crafts in our daily schedule. We provide excellent care and education for students to effectively learn and grow spiritually, mentally, socially, emotionally, and physically. We are equipping the next generation to know God, grow together, discover purpose, and make a difference to help them thrive in life. King's Park Preschool is raising up the next generation of leaders and world changers for the glory of God.

Ages: 2-4 years old (Children can turn 5 in the program.)

Classes:

- Younger Preschool:
 - Age 2 at start of school year
 - Classroom E; number 117
- Older Preschool
 - Must be potty-trained
 - Classroom G; number 121

Location: King's Park International Church | 1305 Odyssey Drive, Durham, NC 27713

- Entrance to building: Upon entering the church parking lot, please drive around the right side of the building and park in front of the red playground. You will see a King's Park Preschool sign in front of the playground. Walk on the sidewalk towards the church building. Just before you get to the church building, turn left, and go through the playground gate door. Once you enter through the playground gate, you will see the doors to our classrooms on your right. You may drop off and pick up at the designated doors. We will have signs on these doors at the beginning of the school year.

Days and Times: Monday-Friday | 9:00am-1:00pm

- Children may attend a minimum of 2 days per week up to 5 days per week. Families can choose which days they would like their children to attend, but these days must be consistent. If you need to switch days, we may not be able to guarantee you a spot for different days if we are at full capacity.
- Our calendar is similar to, but not the same as, the Durham Public School traditional calendar. We will communicate any school cancellations in a timely manner.

KPP Calendar 2026 - 2027

Open House: Thursday, August 20, 2026

First Day of School/ Fall Semester: Monday, August 24, 2026

Labor Day: Monday, September 7, 2026 | No School

Teacher Workday: October TBD, 2026 | No School

Veteran's Day: Wednesday, November 11, 2026 | No School

Teacher Workday: Friday, November 20, 2026 | No School

Thanksgiving Break: Monday, November 23, 2026 – Friday, November 27, 2026 | No School

First Day of Winter Semester: Monday, November 30, 2026

Christmas Break: Monday, December 21, 2026 – Friday, January 1, 2026 | No School

First Day of 2027: Monday, January 4, 2026

Martin Luther King Jr. Day: Monday, January 18, 2027 | No School

Teacher Workday: Friday, March 19, 2027 | No School

Spring Break- Monday, March 22 2027 - Monday, March 29, 2027 | No School

First Day of Spring Semester: Tuesday, March 30, 2027

Memorial Day- Monday, May 31, 2027 | No school

Final Day of School: Thursday, June 10, 2027

End of Year Party- Friday, June 11, 2027

***TBD:** Teacher Workdays, King's Park All Staff Meeting, King's Park Boot Camp*

Daily Schedule

9:00am-9:30am	Arrival
9:30am-10:00am	Free play
10:00am-10:10am	Diaper change and bathroom break
10:10am-10:30am	Circle time (Prayer, learning songs, classroom rules, calendar, weather, Gospel)
10:30am-10:50am	Snack and Bible lesson
10:50am-11:10am	Music and dance or arts and crafts
11:10am-11:30am	Academic curriculum lesson and centers (i.e., Reading and writing; math and manipulatives; science and sensory; etc.)
11:30am-12:00pm	Lunch

12:00pm-12:10pm	Diaper change and bathroom break
12:10pm-12:40pm	Outside playground play or inside play
12:40pm-1:00pm	Clean up and departure

**The schedule is subject to change to best fit the needs of the children in the class.*

Registration, Enrollment, Tuition, and Fees

We are excited to welcome you and your child to King's Park Preschool!

King's Park Preschool welcomes all children without regard to race, color, national origin, ethnic origin, or religious affiliation. Enrollment is open throughout the school year as space allows. Your child's enrollment is confirmed once all required enrollment forms have been completed and the non-refundable registration fee has been received. Families will receive an email confirmation once their child has been accepted into the program.

Registration Fee: A non-refundable registration fee of \$100 is due at the time of enrollment.

Required Enrollment Forms: The following must be completed prior to enrollment:

- Registration Application
- Signed KPP Parent Handbook

Tuition is billed monthly from August through May. The first month's tuition is due on your child's first day of school. Beginning in September, tuition is due on the 15th of each month. Payments may be made by cash, check, or online by debit/credit card. Online payments may be submitted at kingspark.org/KPPtuition. Please make checks payable to King's Park and write "KPP" and your child's name in the memo line.

Tuition is divided into 10 equal monthly payments (August–May):

- 2 days/week: \$200/month
- 3 days/week: \$290/month
- 4 days/week: \$380/month
- 5 days/week: \$470/month

Waiting List: If no openings are currently available, families may choose to join our waiting list at no cost. You will be contacted as soon as a space becomes available. A non-refundable registration fee will be due once a position is offered and accepted.

Late Fees :A \$15 late fee will be applied to payments received after the due date.A \$30 fee will be charged for any returned check. If tuition and applicable late fees are not paid by the end of the month, families will be required to meet with the KPP Director to discuss next steps, and enrollment may be forfeited.

Attendance and Absences: Please notify the Director if your child will be absent. Tuition is based on enrollment, not attendance. Therefore, payment is still required for missed days due to illness, vacation, or other absences.

Withdrawal: Families are required to give two weeks' written notice to withdraw from the program. If two weeks' notice is not given, the parent is still financially obligated to pay for that month.

Drop Off and Pick Up

School Hours: 9am - 1pm

- Drop Off Time: 9:00am-9:30am
- Pick Up Time: 12:40pm-1:00pm

Classrooms open at 9:00 AM. Please drop off your child no later than 9:30 AM and pick up no later than 1:00 PM.

A \$10 late fee will be charged for:

- Drop-off after 9:30 AM
- Pick-up after 1:00 PM

Late fees are due the next day your child attends KPP.

Authorized Pick Up: Children will only be released to adults authorized by a parent or guardian and listed on the child's registration form. Photo identification will be required before releasing a child to anyone other than a parent/guardian or an authorized adult unfamiliar to staff. Individuals not listed on the authorized pick-up form will not be permitted to pick up your child. If someone not listed will be picking up your child, a parent or guardian must notify the KPP Director in advance on Class Dojo or by email. That individual must present a valid photo ID at pick-up.

What to Bring Each Day

Personal Items:

- A complete change of clothing (shirt, pants, underwear, socks) in a labeled gallon-size resealable bag
- Snack
- Lunch
- Filled water bottle
- Pack of diapers and wipes (if needed)

Children who are not fully potty trained should also bring:

- At least 4 disposable diapers

- A pack of wipes
- Extra underwear and/or pull-ups

Children should wear clothing that is comfortable, washable, and easy to manage independently. Children play outside daily, weather permitting. Please send your child in weather-appropriate outerwear and closed-toe shoes each day. Please label all personal belongings, including:

- Clothing
- Jackets and outerwear
- Lunch boxes
- Water bottles
- Backpacks

To avoid distractions and lost items, please leave toys and unnecessary personal belongings at home. We are not responsible for any lost or damaged items.

Food: Please pack a healthy snack and lunch each day. We encourage families to send nutritious foods your child enjoys that are easy for your child to eat independently and are cut into safe, bite-sized pieces. Please do not send food that requires refrigeration or heating. We recommend using a lunch box with an ice pack or thermos as needed. Please label all food and drink containers with your child's name.

Health, Safety and Illness

Cleanliness: We strive to maintain a clean, healthy environment for all children and staff.

Our classrooms are cleaned and sanitized daily. Toys, surfaces, and shared materials are disinfected regularly, and frequent handwashing is practiced throughout the day. Diaper changes are completed on a designated changing table, and staff members wear disposable gloves during all diapering procedures. KPP follows current CDC and North Carolina childcare health and sanitation guidelines.

Illness: Please keep your child home if they are experiencing any of the following:

- Fever
- Vomiting
- Diarrhea
- Pink eye
- Persistent or wet cough
- Persistent runny nose
- Lethargy
- Sore throat
- Head lice
- Skin rash
- Colored nasal discharge
- Any communicable illness or infection

Children must be symptom-free for at least 24 hours before returning to KPP. Children must be symptom free for 48 hours if they have experienced vomiting or diarrhea before returning to KPP.

If a child becomes ill during the school day, a parent or guardian will be contacted and expected to pick up the child promptly.

Medications: Staff members are not permitted to administer medication.

The only exception is emergency use of an EpiPen in the event of a severe allergic reaction. If your child requires an EpiPen:

- Parents must provide the EpiPen
- Parents must review administration procedures with classroom staff
- A physician's note must be provided and kept on file

Please arrange for all other medications to be given before or after school hours.

Emergencies: In the event of a medical emergency, KPP staff will call 911 and emergency medical personnel will transport your child to your preferred hospital. We will make every effort to contact a parent or guardian immediately. If a parent cannot be reached, emergency contacts listed on your child's file will be contacted. Please notify us promptly of any changes to emergency contact information.

Potty Training

Please take your child to the restroom before entering the classroom each day. Teachers are happy to support children during the potty-training process. Please dress your child in clothing that promotes independence and is easy to remove.

Children should bring:

- A full change of clothes daily
- Extra underwear
- Pull-ups, if needed

Children will never be forced to use the restroom. Accidents will always be handled calmly and respectfully. If a child has multiple accidents while wearing regular underwear, they may be changed into a pull-up for the remainder of the day. Teachers will continue offering bathroom support throughout the day. If frequent accidents continue over multiple days, we may ask that your child wear a pull-up over underwear until accidents decrease.

Discipline and Behavior Guidance

At King's Park Preschool, we are committed to providing a nurturing environment that encourages kindness, respect, and self-control. Discipline will always be age-appropriate, respectful, and individualized to each child's developmental level. KPP does not permit any form of physical punishment or harsh discipline.

Positive guidance strategies may include:

- Praising and encouraging positive behavior
- Clearly stating expectations using positive language
- Reinforcing classroom expectations through daily reminders and Scripture
- Redirecting inappropriate behavior
- Brief, supervised separation from the group ("rest" or time away) when developmentally appropriate

If a child is having a particularly difficult day, we may request early pick-up. If a child is not picked up within 30 minutes of parent contact, a \$10 late fee will apply. This fee is due the next day your child attends KPP.

If a child demonstrates ongoing disruptive behavior that requires additional intervention, KPP staff will partner with families to develop appropriate support strategies. If disruptive behavior continues and significantly impacts the classroom environment, KPP may determine that the program is no longer the best fit for the child.

Trial Period for Mid-Year Enrollment

We want every child to have a positive and successful preschool experience. Children who enroll after the school year has begun will have a two-week trial period to ensure KPP is a good fit. If, during this trial period, it is determined that the program is not the best fit for your child due to readiness, developmental needs, or behavioral concerns, enrollment may be discontinued. Re-enrollment at a later date may be recommended. If enrollment is discontinued during the trial period, tuition will be prorated based on scheduled attendance and refunded accordingly. The registration fee remains non-refundable.

Staff

Our staff is committed to serving children and families with care, compassion, and professionalism. All staff members have passed criminal background checks and completed program-specific training.

Photographs

Throughout the year, KPP may take photographs of children participating in classroom activities and special events.

These photos may be used for:

- Parent communication
- Classroom updates via ClassDojo

- Church communication
- Program advertising
- KPP website content

If you do not wish for your child to be photographed, please indicate this on your registration application. We will always respect your preference.

Operating Policies

King's Park Preschool reserves the right to revise, update, or add policies as needed to best serve the children, families, and staff in our care.

Any policy changes will be communicated to families in a timely manner.

Family Agreement

By signing this form, I acknowledge that I have read, understand, and will adhere to these policies outlined in the King's Park Preschool Handbook.

Full Name of Child #1

Full Name of Child #2

Full Name of Parent /Guardian

Full Name of Parent /Guardian

Parent / Guardian Signature #1

Parent / Guardian Signature #2

Date