

2010-2011 KELLER CHRISTIAN SCHOOL

STUDENT/PARENT HANDBOOK



205 ELM STREET
KELLER, TEXAS 76248

(817) 431-3222

Website:
www.kellercofc.org

Table of Contents

- Admission
- Fees
- Tuition
- Arrival and Dismissal Procedures
- Class Offerings
- Conferences, Attendance, Snack
- Class Parties, Birthday's, Dress Code
- Health, Field Trips
- Discipline, Encouragement
- Staff

ADMISSION POLICIES

Children must be 2 ½, 3 or 4 years of age by September 1 for placement in their prospective classes.

Children **must** be completely toilet trained to participate in our 3 and 4 year old classes.

Please submit the following by the first week of school:

- a. Policy Agreement
- b. First month's tuition
- c. Health records (a copy from your child's doctor)
- d. Student Carpool Information
- e. Emergency Contact Information Card - MUST have on the 1st day of school
- f. Volunteer / Room Parent Form - return to teacher
- g. Student Directory Form

We thank you for choosing KCS. The staff is eager to be a part of your child's early learning experience. We're confident that this year will be productive and a great beginning for our students!

FEES

Registration / Supply:

KCS is a non-profit organization that is dependent upon tuition and fees in order to function. The Keller Church of Christ provides our facility; all other costs of operation including utilities, salaries, supplies, equipment and refreshments come from tuition and fees. Please pay all tuition and fees in a timely manner.

8:30am - 11:30am (Half Day)

- The registration/supply fee is \$95.00 payable upon registration. This non-refundable fee (after June 1) secures your child's placement.

8:30am - 2:00pm (Full Day)

- The registration/supply fee \$95.00 payable upon registration. This non-refundable fee (after June 1) secures your child's placement.

"LUNCH BUNCH" (Full Day)

We offer a Full day program until 2:00 p.m. Students must bring a sack lunch and drink. Please only send foods and drinks that are easy for your child to handle and do not require warming. No peanut butter, grapes or hot dogs will be allowed for any child under the age of 3 since these items are considered choking hazards. PUT STUDENT'S NAME ON EVERYTHING THAT NEEDS TO BE RETURNED! Students will eat lunch at 11:35 followed by a "low-energy" period. All children will engage in planned activities under teacher supervision for the remainder of the day.

DROP-IN Use of "Lunch Bunch" by Reservation only

Children not registered for Full day may take advantage of the "Lunch Bunch" program on a drop-in basis for \$10.00 a day. Payment is due the same day that extended day services are used. This service may not be available if we have reached our capacity for Full Day students. Please contact the Director for availability.

TUITION

Tuition rates are based on operating costs for one school year and are divided into nine equal installments. Payments are not contingent upon the number of days attended each month. Tuition payments are made once each month for a period of 9 months beginning with September and ending with the last payment being in May.

Payment Schedule:

September 1	December 1	March 1
October 1	January 1	April 1
November 1	February 1	May 1

Tuition is due the first school day of the month. Payments become past due after the 10th of each month and a late charge of \$10.00 will be assessed. Past due balances will result in suspension of your child's attendance until balance is paid in full.

Monthly tuition for Half-Day classes is \$100.00.

Monthly tuition for Full Day classes is \$140.00.

Cash and Checks are accepted. **Make checks payable to: Keller Christian School.** Also write your child's name in the 'Memo' portion of your check so that your account can be properly credited. A service charge of \$30.00 will be applied to all returned checks. A receipt for cash tuition will be given upon payment to the Director.

Payments should be given to the Director or left in the Drop Box in the School Office. If you choose to mail your payment, send to:

Keller Christian School
Attn: Director
205 Elm Street
Keller, TX 76248

If an entire month of school is missed due to illness, one-half of the monthly tuition rates will be charged (must provide notice from a doctor's office). NO tuition credit is given for absences due to vacation, inclement weather, etc. Any days lost due to inclement weather will not be made up.

If you must withdraw your child during the school year, please notify the Director two weeks in advance; otherwise, full payment for the month is expected.

If financial problems arise which interferes with prompt payment, please notify the Director so that arrangements may be made.

ARRIVAL AND DISMISSAL

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 8:30 a.m. The door will be locked until that time and supervision is not available. Teachers are making preparations for the day and will not be in the classroom until 8:30 a.m. Conferences are not to be scheduled during arrivals or dismissals. Doors will be locked at 9:00 a.m. for the safety of the students. Please ring the bell, located on the backside of the main bldg. under the covered drive, for admittance after that time.

At 8:30 a.m. the foyer doors will be unlocked and parents may escort their student to their assigned classroom.

Sometimes the initial separation of parent and child can be difficult – we do suggest that the parent give a quick comforting hug and kiss and then leave the classroom. The Teacher will reassure your child of your return and then draw their attention to the day's events. Parents are welcome to contact the office to check on their child throughout the day.

At dismissal time, please use the covered driveway. Follow the markings on the roadway for enter and exit directions. **Please do not park under the covered driveway if you plan to leave your vehicle.** If you would like to enter the building during pick-up times, please park in a marked parking space and enter through the door located under the covered driveway. Children will be released one by one as the Director identifies parents. Children will be released only to those persons who have been previously recorded on the pick-up form and identify themselves. If someone else is picking up your child you must call or send a note to authorize. You will be asked to give your driver's license number (phone call only) and identification will be required of the person picking up your child.

LATE PICK-UP FEES

The best policy is to be timely. This builds trust between you and your child.

- Half Day School ends at 11:30 a.m. and children are to be picked up no later than 11:45 a.m.
- Full Day School ends at 2:00 p.m. and children are to be picked up no later than 2:15 p.m.

A late fee will be applied when children are not picked up on time. The following policy is strictly enforced concerning late pick-ups:

- A **\$5.00** fee will be charged from **11:45 to 12:00** for Half Day classes or from **2:15 to 2:30** for Extended Day classes.
- An additional \$5.00 fee will be charged for each additional 15 minutes or parts of 15-minute blocks after 12:00 or 2:30.

Late pick-up fees are payable at the time your child is picked up.

CLASS OFFERINGS

2 ½ years olds

All students enrolled in our Two's classes must supply the following each class day:

- Wipes
- Pull-ups – marked with child's name
- complete set of extra clothing (top, bottom and socks)

3 years and 4 years old

All students enrolled in our Three's and Four's classes must be:

- completely potty trained and require little to no assistance in the restroom
- able to dress and undress without assistance
- It is suggested that extra clothing be carried in each child's backpack for emergencies.

Our program focuses on learning a letter of the alphabet and number each week. We use a letter related theme or study segment to introduce children to the world around us. Beginning writing skills are introduced to the younger classes and progresses to fine tuning those skills in the older classes. Other activities include centers, crafts, snack time, music time, and Bible time. Younger students also have a time for play in and out of the classroom.

CONFERENCES

Teachers will be contacting parents throughout the school year. Parents will be asked to help with various school functions that will serve as an opportunity to see your child in his/her school setting. Parents should feel free to call the teacher if there are any questions or if there is a need for a conference. The Director is also available for conferences as needed. Please call for an appointment with any staff member. Conferences will not be scheduled during school arrival or dismissal times. They may be set up after the students have left the building.

ATTENDANCE

We encourage good attendance habits. Arriving to class on time is so important! Missing even the first 15 minutes can cause your child to miss out on a fun activity or craft. Please notify the school office at (817) 431-3222 if your child is going to be absent. KCS will follow the KISD school calendar beginning Thursday, September 9, 2010 and ending Thursday, May 19, 2011. A calendar will be issued noting holidays, parties, open house, end-of-year program and other important dates.

TOYS

Please do not allow your child to bring toys from home except on designated Show and Tell days. You will be notified by your child's teacher concerning these days.

REFRESHMENTS

KCS provides a light mid-morning snack. Please encourage your child to eat a good breakfast before coming to school. We have made an effort to prepare snacks that are low in fat and sugar. Parents are occasionally asked to send special provisions for specific parties and celebrations.

If your child has special dietary needs or food allergies, please make arrangements through the director. If special diets are required, parents **must** furnish the specialized foods. We do have children registered with life threatening allergies to nut products or any products that might have been processed through the same equipment. Please be aware of the ingredient lists and any warnings listed on the label before sending to your child's classroom. A list of "safe" snacks is available through the school office.

PARTIES

We will have five scheduled parties during the school year. Dates for these parties appear on the KCS calendar.

- FALL FESTIVAL: Participate in carnival-type games. Everyone is invited to wear 'family friendly' costumes. This is hosted by the Keller Church of Christ. A date will be posted on the monthly calendar (usually on a Saturday).

- FALL PARTY: Each class will host a party and 'trick or treat' around the building. Non-scary costumes are encouraged.

- THANKFUL HARVEST: For our Thanksgiving celebration, costumes, decorations and a light snack are prepared for the students to remember the first Thanksgiving. The students also perform a short program.

- CHRISTMAS: Emphasis is placed on making and giving gifts to those we love and to those in need. Each class plans a class party and other activities.

- VALENTINE'S DAY: Cards are exchanged among classmates and teachers while special party refreshments are served.

- EASTER: We have our annual Candy Hunt and class parties.

-YEAR END BASH: This happens on our last day of class.

BIRTHDAY'S

Student's birthdays are recognized during music. Children with summer birthdays may be recognized with an "un-birthday" in the late spring. We do not hold parties at school, but parents may bring special refreshments. Please make arrangements with the teacher. If you would like to donate a book or other item to KCS in honor of your child's birthday, this gift will be acknowledged during Music when birthdays are being announced.

Invitations to private parties may be distributed **only** if every child in the class is invited.

Contact the office or teacher for a class listing.

CLOTHING

Children should be dressed in comfortable, **washable** play clothes. They will be involved in painting, crafts and cooking projects as well as other activities that take their toll on clothing. Each student will need to bring a "paint shirt" or cover-up with his/her name on it for use during "messy" projects.

Students are to come to school fully clothed, including shoes. Attire such as swimsuits, halters, short-shorts and the like are not appropriate for school.

HEALTH

The health of our students is a major concern. Upon enrollment, a health form that contains a current immunization record must be completed. **Immunization is required against diphtheria, tetanus, pertussis, polio, measles and rubella.** HIB is not required, but recommended.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF ANY OF THE FOLLOWING CONDITIONS ARE PRESENT:

1. WOUND OR SORE, WHICH IS DRAINING
2. ABNORMAL RASH, ITCHING, OR SWELLING
3. FEVER, EVEN A LOW GRADE FEVER
4. UNUSUAL SKIN APPEARANCE; i.e., RINGWORM, IMPETIGO, ETC.
5. SORE THROAT
6. NAUSEA, VOMITING OR DIARRHEA WITHIN PAST 12 HOURS
7. QUESTIONABLE EYE REDNESS, DRAINAGE OR INABILITY TO OPEN EYELID UPON AWAKENING
8. RUNNY NOSE DUE TO INFECTION: GREEN DRAINAGE OF ANY KIND

If any of these symptoms are present *do not bring your child to school.* You will be called to come pick up your child if any of the symptoms become present during the school day.

Please notify the Director immediately if your child has a communicable disease.

ZOO FIELD TRIP

Students will take one field trip in the spring. It is our “Family Day at the Fort Worth Zoo.” There will be advance notification of the date for this trip. **Parental participation is required in order for a student to participate. If a parent or guardian is unable to attend, the child should remain at home that day** since adequate supervision will not be available at school. **KCS relies solely on parents to provide transportation for students.** Field trip costs are usually a reduced expense because of the large group participating.

DISCIPLINE

It is our goal at KCS to offer children a wide variety of experiences which will keep them busy and challenged as they go about the business of learning through play. Intervention by staff members is for the purpose of redirecting inappropriate behavior or to prevent problems. This is accomplished in as loving and positive a manner as is possible. If gentle intervention does not accomplish the desired results, supervised “time-outs” and loss of short periods of playtime are the methods employed.

Should behavior of your child become disruptive, the following procedures are followed:

1. If the teacher is unsuccessful at changing undesired behavior, the Director will be asked to participate in trying to achieve the desired results. The child may be temporarily removed from the classroom in the care of the Director.
2. If the child’s behavior continues to create problems, a conference will be requested with the parents, teacher and other staff as needed.
3. If this conference does not produce improvement in a reasonable amount of time, you may be asked to withdraw your child.

At no time will faculty or staff spank students.

ENCOURAGEMENT

Please encourage your child to talk about school experiences. We encourage our teachers and parents to become friends and to jointly seek the best possible education for each student.

PLEASE READ ALL NOTICES AND NOTES BROUGHT HOME.

A folder containing schoolwork, notices of special events, notes from the teacher, etc. is sent home with your child each school day. Please review the contents carefully each time and **return the empty folder** back to school each day with your child.

Please do not expect work “products” to be brought home each day. We stress the process of production (cutting, pasting, painting, etc.). At such a young age, practice in production does not always produce a recognizable product. Some projects will take more than one class period or may be kept in the classroom for display for a while.

FACULTY AND STAFF

As employees of KCS we are ever aware of our position as role models for young children. We strive to use our talents to the glory of God. We work at KCS because of our love for children and our desire to serve God. We have varying amounts of training, experience, education and we all seek opportunities to improve our teaching skills and add to our knowledge of child development. Above all, we seek to better know God's Word and use it in every walk of our lives.

KCS Advocates

Kyle Bolton, Pulpit Minister

Kevin Langford, Associate Minister

KCS Advisory Board

Louis Stein

Donna Morse

Bob Templeton

Bruce Bracht

Ann Alphin

Jimmy Darnell

Melanie Hanson

Drake Dunnavent

KCS Staff for 2009-2010

Director, Cammy Boaz

Curriculum, Tanya Bracht

5's Teacher, Sara Rix

4's Teacher, Emily VanStavern

4's Teacher, TBA

4's Teacher, TBA

3's Teacher, Sandy Howerton

1st Week of School CHECK LIST

1. Read and understand student handbook.
2. **Director must have Emergency contact information, September Tuition and (signed) Tuition Agreement on the first day of school.**
3. Return all FORMS by the first week of school.
4. Put child's name on everything that needs to be returned (this includes all clothing and lunch items).
5. Send paint shirt to be kept in classroom/backpack during the school year.
6. Send extra change of clothes for emergencies - keep in child's backpack. Put name on clothing tags. We do not keep any extra clothing on hand so you may be contacted if the need arises for your child and none is found in their backpack.
7. **Be timely in dropping off and picking up your child.** Drop off begins at 8:30 a.m. (doors locked until then). Pick up begins at 11:30 a.m. for half-day and 2:00 p.m. for extended day. **Timeliness in picking up your child is critical.**
8. Encourage your child's attendance and participation.
9. Return child's Class Folder each school day. Remove all paperwork each day so new items can be added.
10. Plan a special outing for yourself while your child is at KCS!

KELLER CHRISTIAN SCHOOL

Student Directory

Please completely fill in the information below for the Director's files.

Student's Name: _____

Student's Birth date: _____

Home Address: _____

Home Telephone Number: _____

Parent's Name: _____

Email Address: _____

Cell Phone Number: (Mom) _____

Cell Phone Number: (Dad) _____

I give Keller Christian School permission to post digital photos, that may include my child, on the Keller Christian School website gallery. These photos may be viewed by anyone visiting the website at www.kellerchurchofchrist.org and clicking on the 'Keller Christian School' link.

Parent's Signature: _____

Date: _____

KELLER CHRISTIAN SCHOOL

POLICY AGREEMENT

I accept the policy and regulations of the Keller Christian School and release the Keller Christian School from any liability for injuries or illness resulting from conditions and circumstances beyond its control.

I hereby agree to pay Tuition on the first day of each month. I understand that a late fee will be applied to my unpaid balance after the 10th of each month.

The first tuition payment is due no later than the first day of school, Thursday, September 9th. (Please refer to the Student Handbook for additional information on policies.)

If, for some reason the payment cannot be made on the first day of each month, I agree to make arrangements for payment through the school director. It is understood that if I fail to uphold this obligation for a period of 30 days, said student is subject to suspension.

Please complete the information below:

I have read the Student Handbook and understand the policies of this school.

Parent's Signature: _____

Parent's Name (please print clearly): _____

Mailing Address: _____

City / Zip: _____

Student's Name: _____

Monthly Tuition Fees for 2010-11:

----- \$100.00 Morning Classes Only (Half-day) 8:30 a.m. - 11:30 p.m.

----- \$140.00 Full Day (Lunch Bunch) 8:30 a.m. - 2:00 p.m.

ROOM PARENT / VOLUNTEERS

All classes will need a parent (mom/dad/grandparent) to plan class parties and assist with organizing student transportation for field trips during the coming year. Please indicate your willingness and availability to help with this year's special events.

I, _____ (name) can help as a:

_____ Room Parent (be present at events and organize provisions)

_____ Helper

_____ Send provisions and be present at events

_____ Send provisions only

For the following parties:

_____ Fall Party

_____ Thankful Harvest

_____ Winter Holiday

_____ Valentine's

_____ Easter

_____ Year End Party

I am interested in helping by: (mark all areas of interest)

_____ Cutting out items

_____ Reading a story

_____ Sorting Scholastic book Order Forms

_____ Assisting with class projects

_____ Assisting with special events