

KELLER CHRISTIAN SCHOOL

2020-2021

STUDENT/PARENT HANDBOOK



Keller Christian School
Excellence in Education. Foundations in Faith.

205 ELM STREET
KELLER, TEXAS 76248

(817) 431-3222

<http://kellercofc.org/kcs/>

EMAIL: kcs@kellercofc.org

ADMISSION POLICIES

Children must be 2, 3 or 4 years of age by September 1 for placement in their prospective classes. CHILDREN **MUST** BE UP-TO-DATE ON ALL VACCINATIONS! Affidavits not accepted.

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

Please submit the following by the first week of school:

- a. Policy Agreement
- b. First month's tuition
- c. Immunization records (a copy from your child's doctor)
- d. Student Information Sheet
- e. Emergency Contact Information Sheet - MUST have on the 1st day of school

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:

Upon enrolling, a \$120 non-refundable registration/supply fee is required in order to secure your child's placement. This fee covers the costs of supplies for the entire school year.

We offer a full day program on Tuesdays and Thursdays from 8:30 a.m. 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. We ask that foods that could be choking hazards (e.g. grapes, hot dogs) be sent already cut into small pieces. **Please put your student's name on everything that needs to be returned.** Two and three year old students will eat lunch at 11:30, and 4 year old students will eat at 12:00.

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 nine (9) months beginning with September and ending with the last payment in May. Please have your payment turned in by the 10th of each month.

Monthly tuition is \$185.00.

Cash and Checks are accepted. ***Please make checks payable to: Keller Church of Christ.*** Also please write your child's name in the 'Memo' portion of your check so that your account can be properly credited. A receipt for cash tuition will be given upon payment to the Director.

****Payments should be given to the director or left in the tuition drop box.** The tuition drop box will be out during morning drop off and afternoon pick up time the first 2 weeks of each month.** Please drop off checks there rather than putting them in your child's backpack or folder. If paying in cash, please see the director or assistant director. 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 interfere with prompt payment, please notify the Director so that arrangements may be made.

ARRIVAL AND DISMISSAL

The door will be opened at 8:30 each morning. Teachers are making preparations for the day and will not be in the classroom until 8:30 a.m. Doors will be locked at 9:00 a.m. for the safety of the students. Please ring the bell, located to the right of the door beside the KCS office (the door on the south side of the main building under the small covered drive) for admittance after that time.

At 8:30 a.m. the door will be opened and parents will need to sign their child in for the day using our KidCheck security system and escort them to their assigned classroom.

If you haven't already created your free account, please do so by going to go.kidcheck.com and selecting "Create Your KidCheck Account". Or download the KidCheck Mobile App from the App Store or Google Play Store to create, manage, and update your account right on your mobile device. Once you've created your account, simply use your 10-digit phone number to check-in with us.

Sometimes the initial separation of parent and child can be difficult. We 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 2:00 p.m. dismissal time, students will need to be signed out by an authorized adult, determined by parents, using KidCheck. **Please do not park or drive through under the covered driveways. Please park in a marked parking space at the side of the building and enter only through the side door next to the KCS office.**

All doors will remain locked. At pick up time, we ask that you please enter and exit through the KCS door and do not use any other exits. Children will be released only to those persons who have been previously recorded in KidCheck and identify themselves by entering their 10-digit phone number. If someone else is picking up your child, you must add that person in KidCheck online or through the app. The person picking up your child will be asked to enter their 10-digit phone number into the KidCheck security system. .

LATE PICK-UP FEES

The best policy is to be timely. This builds trust between you and your child. **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 **2:15 to 2:30**. An additional \$5.00 fee will be charged for each additional 15 minutes or parts of 15-minute blocks after 2:30.

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

CLASS OFFERINGS

2 years old

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

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

3 years old

All students enrolled in our Three's classes need the following each class day:

- Be completely potty trained and require little to no assistance in the restroom
- Complete set of extra clothing (top, bottom, undies and socks) should be carried in each child's backpack for emergencies.

4 years old

All students enrolled in our Four's classes must:

- Be completely potty trained and require little to no assistance in the restroom
- Have a complete set of extra clothing (top, bottom, undies and socks) should be carried in each child's backpack for emergencies

Each month our program focuses on a Bible theme, color, and shape. KCS uses the **Get Set For School** preschool curriculum. This is a fun, developmentally researched, hands on preschool program. Each month will have new letter sounds, letter writing, language, literacy and math skills taught. We also have fun themes planned for each month. At the beginning of each month, an activity calendar will be sent home to make parents aware of what is being taught and any special days planned. Beginning writing skills are introduced to the younger classes and progresses to fine tuning those skills in the older classes. Other activities include centers, snack time, music time, and Chapel/Bible time.

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. Please try to arrive at 8:30. 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 or kcs@kellercofc.org if your child is going to be absent.

KCS will follow the KISD and Northwest ISD school calendars beginning Tuesday, September 8, 2020 and ending Thursday, May 20, 2020. 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. Parents will be notified if we have children registered with allergies to certain food products.

PARTIES

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

- 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 for families to enjoy.

- CHRISTMAS: Emphasis is placed on making and giving gifts to those we love and to those in need. Children will share some songs they have learned in Music class and then enjoy party time together.

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

- EASTER: We have our annual Egg Hunt, students will share some springtime songs and enjoy party time together.

-YEAR END FIELD DAY: This happens on our last day of school.

BIRTHDAYS

We do not hold parties at school, but parents may bring special refreshments. Please make arrangements with the teacher.

Invitations to private parties may be distributed **only** if every child in the class is invited. Contact the office or teacher for a list of names. Addresses and phone numbers are not available.

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.

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

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; e.g., RINGWORM, IMPETIGO, ETC.
5. SORE THROAT
6. NAUSEA, VOMITING OR DIARRHEA WITHIN PAST 24 HOURS
7. QUESTIONABLE EYE REDNESS, DRAINAGE OR INABILITY TO OPEN EYELID UPON AWAKENING
8. RUNNY NOSE DUE TO INFECTION: GREEN DRAINAGE OF ANY KIND
9. LICE

If any of these are present within 24 hours of the school day, 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.

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 a calendar, 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, initial the calendar, and **return the folder** back to school each day with your child.

Please do not expect work “products” to be brought home each day. Each three and four year old student will have a workbook for practicing handwriting throughout the year. 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.

DISCIPLINE PROCEDURES

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 the behavior of a child interfere with his/her learning or that of the other children in the class, the following procedures will be followed:

1. The teacher will make every effort to handle minor discipline problems in a positive, constructive manner, redirecting the child from the situation.
2. If the undesired behavior continues, the teacher will remove the student from the situation until he/she calms. Each class has a designated ‘time-out’ area.
3. In the event that ‘time-out’ is unproductive, the child will be sent to the director’s office to calm down and, if deemed necessary, the parents will be notified.

In the event that the child’s behavior continues to be a problem and no solution can be found by either the staff or the parents, the parent will be asked to withdraw the child at the end of the current month. In the event that the administration deems the child’s behavior to be a serious threat to the safety of others, the parent will be asked to withdraw the student immediately. No tuition balance will be refunded.

Please communicate with your child’s teacher and check your child’s folder daily for any notes from the teacher regarding behavior and daily activities.

BEHAVIOR POLICY

The safety and security of the children at Keller Christian School is very important to us. Even though the teachers will use appropriate discipline with the children, we do reserve the right to excuse a child from preschool for any or all of the following:

- Biting more than 3 times in one semester.
- Uncontrollable temper tantrums on a consistent basis.
- Physical harm which results in bodily injury to another child, e.g. hitting, kicking, throwing toys.
- Continuous disruption of the daily routine. After 2 parent-teacher-director conferences, we deem the right to excuse the child from Keller Christian School without refunds on tuition, supply fee, and registration fee.

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, and 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

Cory Collins, Pulpit Minister
Daniel Lange, Education and Outreach
Chris Carrillo, Minister of Youth and Family
Dillon Bruce, Minister of Youth and Family
Ed Allen, Ministry Chair

KCS Staff for 2020-2021

Kristina Weaver, School Director
Sara Rix, Assistant Director and Fours Teacher
Mary Carl, Fours Teacher
Alyssa Carrillo, Threes Teacher
Debbie Davis, Twos Teacher