

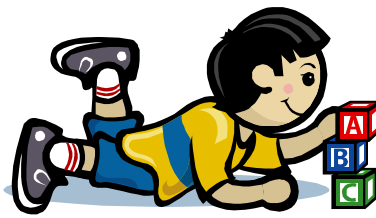
Kerman Christian Preschool



**Parent Handbook
2011 - 2012**

Faculty and Staff

Principal	Madeline Rahal
Preschool Director	Josie Garcia
Finance Director	Desiree Burrows
Front Office	Anne Lemus
Preschool Teacher	Julie Armstrong
Preschool Teacher	Julie Zamora
Pre Kindergarten Teacher	Tracy McAfee
Pre Kindergarten Teacher	Eva Ponce
Pre Kindergarten Teacher	Kristin Schaffer



KCS Board Members

President.....	Steve Slumberger
Secretary.....	Nancy Weis
Treasurer.....	Susan Hornor
Member.....	Lenore Barnes
Member.....	Bob Felker
Member.....	David Koretoff
PTF Representative.....	Chris White

PTF Board Members

President.....	Chris White
Vice President.....	Crystal Arvance
Secretary.....	Marcia Quaresma
Treasurer.....	Desiree Burrows
Librarian.....	Denise Gulian
Historian.....	Desiree Burrows
Hospitality.....	Hilary Miller
Fundraising	í í í í í ..Allison Hughes
Spiritual Coordinator	í í ...Erica Hornor

Kerman Christian School
2011 ó 2012 Calendar

August 15	Kindergarten Orientation
August 17	First Day of School
August 19	Back to School Night
September 5	No School ó Labor Day
September 26-30	Book Fair
September 30	Grandparentsø Day (1/2 day preschool ó 6 th , no extended care)
October 5	Progress Reports (1-6)
November 5	Auction
November 8	End of First Trimester (K-6)
November 11	No School ó Veteransø Day
November 16-18	Parent Teacher Conferences (1/2 day K-6 only)
November 18	Awards Assembly at 8:15 (K-6)
November 21-15	No School ó Thanksgiving
December 16	½ Day (K-6)
Dec. 19 ó Jan. 6	No School ó Christmas Vacation
January 16	No School ó Dr. Martin Luther King Jr. Day
January 19	Progress Reports (1-6)
February 20-24	No School ó Presidents Day
March 5	Returning Student Registration
March 7	End of Second Trimester (K-6)
March 14-16	Parent Teacher Conferences (1/2 day K-6 only)
March 16	Awards Assembly at 8:15 (K-6)
March 26	Open Enrollment
March 30	½ Day (K-6)
April 2-9	No School ó Easter Vacation
April 26	Progress Reports (1-6)
May 7	Deposit Due to Keep 2007/2008 Rate
May 28	No School ó Memorial Day
June 7	Awards Assembly at 8:15 (K-6)
June 7	Pre-K Graduation at 10:00
June 7	Last Day of School (1/2 day, K-6)
June 7	6 th Grade Graduation at 6:30pm

Vision

Kerman Christian School is dedicated to building and effective team of educators, parents, and students that grow together in the love and grace of Jesus Christ our Savior. A devotion to serving Christ and the God of the Universe through our acts of service and willingness to seeing Kerman Christian School is the best place for children from Pre-school to 6th grade.

(1 Peter 2:21-22 NIV) To this you were called, because Christ suffered for you, leaving you an example that you should follow in his steps. öHe committed no sin, and no deceit was found in his mouth.ö

Statement of Faith

We Believe.....

The Bible to be inspired, the only infallible authoritative Word of God.

There is one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit. In the deity of Christ, in his virgin birth, in His sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his Lordship over all of life, and his personal return in power and glory.

In the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells he believer.

In the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

In the spiritual unity of believers in Christ.



Daily Schedule

7:00 am	Before School Care
8:00 am	Class Begins
9:00 am	Morning Snack/Outdoor Play
11:30 am	Lunch
12:30 pm	Naptime (full day students)
2:30 pm	Naptime Ends
2:45 pm	Snack
3:00 pm	Teacher's Choice
5:30 pm	Center Closes

Our Goals

Kerman Christian Preschool offers a quality education in a caring Christian environment.

Our goal as a Christian preschool is that the children will experience growth spiritually and academically. By keeping the needs of the preschoolers in focus, we facilitate that goal.

A preschooler's world opens up in new ways as children improve coordination, learn complex games, and begin to interact more with others. Children learn by doing, and at Kerman Christian School your preschooler will strengthen his or her cognitive skills with plenty of hands on activities.

Our curriculum is organized into theme based units that address complex topics that encourage children to develop their skills and confidence. Each unit incorporates language, math, science, creative art, music, motor skills, and social development.

Parent Volunteers

Pre-Kindergarten Parents Only

Parents are encouraged to volunteer their time in the classroom, on the playground, on field trips, for the Dinner Auction, and other school events. In order to continually maintain an optimum learning environment all volunteers must be cleared through the office prior to service. The time you are willing to share does not have to be on regular schedule, periodic participation is valuable to the school and your child.

Pre-Kindergarten parents only are responsible for 2 hours per day per week their child attends our program. For example, if Joey Smith attends Pre-K on Monday, Tuesday, and Wednesday, his parents will volunteer 6 hours per school year. (3 days x 2 = 6 hours) No more than 4 hours may be used for field trips. Volunteer hours must be completed by May 1st unless other arrangements have been made with the office. A

\$30.00 fee per every hour not served will be added to your tuition bill in June. Turn in volunteer hours to the office and sign in at the office to avoid these charges.

Guidelines for volunteering:

- Volunteers are required to sign in and out at the office. Volunteer forms need to be turned in to the office when signing out.
- When helping in a classroom or accompanying a class on a field trip, please do not bring siblings with you. Siblings are not allowed in our preschool and pre-k programs during school hours, including class parties, unless a particular activity is declared a "family day". This is due to the age of our preschool and pre-k children and the amount of supervision they need.
- Please put phones and pagers in a mode that will not disturb the classroom.
- Please check the student dress code and model that dress code for the students when you are working with or supervising them.
- For your own protection, never find yourself alone in a room with a child unless he/she is your own child.
- Please do not enter a classroom during the school day unless the teacher is expecting you. Please check with the office at all other times and the campus secretary will be happy to assist you in delivering messages, lunches, etc.

Parent Teacher Fellowship (PTF)

The primary purpose of PTF is to promote Christian fellowship, communication and understanding between parents, faculty and the administration. PTF strives to bring a closer relationship between the home and the school so that parents and teachers may work together in the education of our children.

They strive to achieve these goals by:

- Providing parents a wide spectrum for service and input on committees ranging from athletic programs to fund-raising.
- Encouraging and providing organized opportunities for prayer support of the school faculty, staff, administrators, and families.
- Keeping parents informed of school activities through flyers, monthly meetings and newsletters.
- Organizing social events to provide fellowship and establish strong relationships between school families and staff.

The PTF encourages each family to explore their own areas of interest and service and to be supportive of KCS. We encourage all parents to participate by supporting fund raising efforts as well as attending events. All parents are invited to attend the once a month PTF meetings. Volunteer time is given for attendance!

Field Trips and Special Events:

Transportation help from parents may be required for off campus trips. On these occasions every possible precaution is taken to insure the safety of students. The following regulations apply:

- A student participating in an off campus event must have permission on file at school, allowing that the student is to be transported by a driver which a school employee has designated.
- Parents or others taking vehicles must be school authorized drivers.
- These drivers must have consented to the use of their vehicle for transporting students on field trips.
- The name of their automobile insurance company and policy number is recorded at school. Field trip drivers understand that by state law, the school's insurance is secondary to that of the owner of the vehicle.
- Drivers have verified that they have liability coverage of at least \$100,000.
- Number of seatbelts in the car has been verified.
- Driver's License number and expiration date are on record at school.

Health Conditions

- Nits and head lice are a condition that needs to be treated immediately. Students will be checked by a staff person and parents will be notified if this condition is present. Parents should follow the procedure on how to eliminate this condition. Students are to report to the office prior to returning to class. Blankets and nap necessities should be taken home and washed before returning to school.
- Notice of eye infection (conjunctivitis) is a condition where the eye turns pink and is highly contagious. Your family doctor should monitor this condition and the student needs to be cleared by the doctor prior to reentry to school and medicated for 24 hours before returning.
- Medication including asthma inhalers may be brought to school provided the following conditions are met.
 1. Authorized health care authorization is signed and dated.
 2. parent authorization is signed and dated.
 3. Medication is in it's original container with pharmacy label.
- Illness and Flu must be vomit free for 24 hours before returning to school.
- Must be fever free (99.8 or below) for 24 hours before returning to school.

Billing Procedures

- Tuitions and fees are due on the 15th of every month.
- A \$20 late fee will be assessed after the 15th of the month for each account with a past due balance.
- Finance charges of 1.5% will be applied after the last day of the month.
- 45 days of non payment and the child will be dropped from the program.
- There is a \$25 fee for all returned checks.
- Tuition is billed as a monthly fee. Your child has been enrolled on particular days. To ensure we stay within licensing guidelines, you may only change your child's schedule with prior authorization from the preschool director. No make-up days will be given.
- We do not bill preschool and pre-kindergarten for vacations (Thanksgiving, Christmas, Presidents' Week, and Easter) as well as the month of August and June to compensate for the time we are closed. Individual holidays will not receive a discount.
- If you wish to change the number of days your child attends, please do so before the first of the month in order to correct it prior to the next billing cycle.
- The preschool and pre-kindergarten book and supply fee is prorated for those who begin school after November 1st.

Nap Necessities (Full Time Students Only)

We are a licensed day care facility, and part of licensing requirements for the State of California is a mandatory 2 hour nap period. We are aware that not all children take naps, however to be in compliance with licensing we are required to provide a naptime. Please consider whether or not your child naps when making the decision to keep your child here at KCS for extended day care.

If your child cannot comply with our policy, we reserve the right to reevaluate your child's afternoon care here at KCS Preschool.

Your child will need a small blanket and pillow, and a small stuffed animal (optional).

Other Information

- If all hours are completed and you wish to keep your child at KCS for kindergarten, your \$75 registration fee will be waived.
- Please communicate with teachers before anticipated absences.
- Turn field trip permission slips in a timely manner, not the day of the field trip.
- If you have a concern or problem, please address the issue with either the teacher or the Preschool Director. Please do not talk to other staff members about the situation until the teacher has been made aware of it.
- The following items are not allowed to be brought to school: toys, sunglasses, and make up. Flip flops are not allowed to be worn to school.
- If it is necessary for a student to be picked up by someone other than their parent, a written note, signed by the parents, must be brought to the office or given to the teacher if this person is not on the emergency card.
- We check id for all unknown individuals picking up your child. Please make sure they are either on your child's emergency card or that we have a written note giving permission.
- You must sign your child in and out each day. Please sign a complete and legible signature. This is a requirement for licensing.