

# KIMBER HILLS PRESCHOOL

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OPEN MINDS



A CHRISTIAN SCHOOL

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## Student-Parent Handbook

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# 2014-2015

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# WELCOME TO KIMBER HILLS PRESCHOOL

All education takes place within a context. It has as one of its basic purposes, the communication of fact, ideas and varied elements of information. From a biblical perspective, the context within which it must take place is the home primarily, and the church secondarily.

The Bible clearly lays the responsibility for the education of children at the feet of the parents. Certain elements of our society bring pressure on the family unit, undermining the authority of the parents. The goal of Kimber Hills Preschool is to build up families, to support the parents, and to assist them in the education of their children.

At KHP, your child will learn to open their mind and let loose their imagination so that they may fearlessly explore new and diverse subjects, unexpectedly discover talents hidden within themselves, quickly adapt to new technology, and compassionately relate to all of God's creations, no matter how different or how unloved.

During the course of a normal school year a great number of events will take place creating the need for clear communication. This "Student-Parent Handbook" is simply a tool to be used by you, the parents, to meet the needs as they arise. Please be sure to do just that ... use it! If you have questions not addressed in this handbook, please feel free to contact us.

We are looking forward to the privilege of working with your family this coming year! What an awesome responsibility we have, but what a great God we have to help us! We trust Him to do great and exciting things in our school and in your family!

Diane Hurst  
Preschool Director  
Lic. # 010204515



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## **BRIEF HISTORY**

Kimber Hills Preschool is an integral ministry of Fremont Community Church. The church was started in 1973 as an outreach effort by Redwood Chapel Community Church in Castro Valley. After meeting for several years at Mission High School, the church purchased its current facility from Kimber Farms and started meeting here in 1979. In January 1980, the church began the preschool with a total of 7 students. By September 1980, the Preschool had 74 students and Grades K-6 began operation with 63 students. In the two years that followed, grades 7 and 8 were added. In 2011, Kimber Hills Academy and Kimber Hills Preschool were adapted as the schools' new names. (Our school age program is exempt from licensing.)

## **MISSION STATEMENT**

Kimber Hills Preschool, a Christ-centered ministry of Fremont Community Church, is dedicated to academic excellence and quality instruction while recognizing the God-given uniqueness of each child. A professional, caring staff is committed to developing partnerships with parents, and nurturing each child spiritually, academically, socially, emotionally and physically.

## **PHILOSOPHY OF EDUCATION**

**Introducing New Technologies.** Our leadership and faculty incorporate consumer and business technologies into the everyday learning environment so that students can continuously utilize and master the commonplace tools and breakthrough innovations reshaping their world.

**Working as a Community.** Working together as part of a collaborative, school-wide community, our expert, caring faculty devote themselves every day to engaging, understanding, nurturing, motivating, and growing each student.

**Facilitating Interactive Learning.** Our faculty immerse students into the lessons of the day, transforming classroom learning into an interactive experience where the seeds of love, compassion, creativity and confidence are planted every single day into every one of our students.

**Applying Discipline.** Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment.

**Reaching Students Through Educational Therapy.** Our onsite team of educational therapists works closely with individual students and their families to identify and address select learning challenges so that each student may reach their individual, God-given potential.

## **BELIEFS**

Understanding that God is the source of all truth, that the Bible is the foundation of this truth, we believe that:

- ◆ Parents are responsible, before God, for the education of their child; this is best accomplished through the coordination efforts of the school, the home, and the church.
- ◆ As Christian role models, teachers will serve as an extension of the home in authority and discipline, encouraging respect as essential to the learning environment.
- ◆ Each child will be given opportunity to respond to Jesus Christ as personal Savior.
- ◆ Each child can and should develop Christian character traits that positively influence their family, school and community.
- ◆ Each child's unique intelligences (natural aptitudes) will be honored in order to reach their God-given potential.
- ◆ Each child should be encouraged to understand that learning is a life-long process.
- ◆ Each child will be provided a safe and secure environment in which to learn and grow.

## **DOCTRINAL DIFFERENCES**

Even though we have many varying backgrounds represented in our student body and have staff members with varying Christian denominational backgrounds, we have experienced great unity at Kimber Hills Preschool. We have endeavored to place Jesus Christ, as revealed in the teachings of the Bible, at the center of everything we do. Kimber Hills Preschool is an integral part of the ministry of Fremont Community Church, and as such, adheres to the church's Statement of Faith. We do not compromise on the central doctrines of the Christian faith as expressed in the Bible.

When doctrinal issues within the Christian faith are raised at school that are subject to varying interpretations we will refer the student to their home and their local church for teaching and guidance. Kimber Hills Preschool reserves the right to distinguish itself doctrinally and theologically as an evangelical, orthodox Christian ministry.

## **STATEMENT OF NON-DISCRIMINATION**

Kimber Hills Preschool accepts students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not racially discriminate in the administration of its educational policies, admissions policies, financial aid program, athletic and other school-administered programs.

## **STAFF**

Working together as part of a collaborative, school-wide community, our expert, caring faculty devote themselves every day to engaging, understanding, nurturing, motivating, and growing each student, as they strive to meet each child at their level. It is our desire to have both teachers and assistants who place Christ central in their lives, and seek to share His love through their actions. In addition, our faculty meets or exceeds the staffing requirement of the State of California.

## **DAILY PROGRAM**

A carefully supervised and balanced program is offered to assist our students in their learning process. Our faculty immerses students into the lesson of the day, transforming classroom learning into an interactive experience where the seeds of love, compassion, creativity and confidence are planted every single day into every one of our students. Our program includes varied activities of play, reading readiness, music appreciation, stories, creative art, science, and health. The teaching of Jesus will be shared throughout the entire curriculum.

We carefully manage the number of students in each class to ensure that each child receives the personal care they deserve, not only to enhance their learning, but to also reinforce and celebrate their individual successes.

# **PARENT PARTICIPATION**

## **PHILOSOPHY**

Kimber Hills is committed to the Biblical philosophy that God has established the home as the primary educational institution (Deut. 6:4-18). We believe we are our parents' best partners in the successful education of their children, and while we respect the many personal and

professional demands on a parent's time, we will continually and proactively communicate with our parents to collaborate on their child's challenges and delight their child's triumphs.

Parents are encouraged to faithfully support the school through prayer and positive attitude, and in keeping with Matthew 18:15, are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain-of-command: 1<sup>st</sup> - Teacher, 2<sup>nd</sup> - Department Head, or Director, 3<sup>rd</sup> - Office of the Superintendent.

Parents should understand that the standards of Kimber Hills Preschool do not tolerate profanity, obscenity in word or action, dishonor to the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.



## SCHOOL VISITS

The school welcomes and encourages parents to visit the classrooms during school hours. In order that we may coordinate visits with classroom instruction, please contact the office to make the necessary arrangements. Parents should come to the office first before visiting the classroom.

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility in which their child(ren) is receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child(ren) is receiving care.
2. The law prohibits discrimination or retaliation against any child or parents/guardians for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of Parent's Rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the child day care facility to deny access to parents/guardians under the following circumstances:
  - ◆ The parents/guardians are behaving in a way which poses a risk to children in the facility, or
  - ◆ The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent not to permit access to the non-custodial parent.
6. Parents should understand that the State of California Licensing Agency (Community Care Licensing) has the following authority:

- ◆ To interview children or staff, and to inspect and audit child or facility records without prior consent;
  - ◆ To observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional physically examine the child(ren).
7. It is the school's legal obligation, as mandated reporters, to communicate occurrences/incidents of suspected child abuse to the appropriate authorities.

### **STUDENT SIGN IN/SIGN OUT PROCEDURES**

Parents are required to bring their child into the classroom and pick them up there also. A sign-in/sign-out sheet is located in each classroom. All children must be signed in and out every day with a full legal signature and recorded time. This is a California State Licensing Requirement. Everyone will be required to show photo identification until the staff becomes familiar with the regular pick up people for each child. Only authorized people are allowed to pick up your child. No child will be allowed to go with another child unless previous plans have been arranged with the teacher.

Daily acceptance into our Toddler Program **REQUIRES** parents to provide a minimum of 6 diapers and personal creams/wipes **EACH DAY** upon sign-in. **(NO EXCEPTIONS)**

### **MEETINGS**

We may be planning meetings during the year that will be of help to you as parents. These meetings require at least one parent in attendance as they are to benefit you and your child.

### **VOLUNTEERS**

Some of the most important people in our program are the volunteers...those who graciously give of their time and effort to make the school ministry successful. These are just a few of the ways that parents can be involved as volunteers in the education of their children: Teacher Helpers, Fund Raising, Field Trip Drivers, etc.

### **SPECIAL WORK DAYS**

Special work days may be planned for some Saturdays during the year from 9:00 a.m. to 12:30 p.m. Every school family is asked to participate in at least one work day during the year in order to help work on various projects. Working together in this way will enable us to hold down our tuition costs. Two major work days may be scheduled each year, one prior to the start of school and again in the spring.

### **OFFICE HOURS**

The school office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. When calling the office, please use the school number, (510) 651-KIDS (5437). A distinction is made between school and church business. If you call the school number between 5:00 p.m. and 6:00 p.m. the Preschool staff will answer on extension 408. This is for emergency messages only, not for routine calls.

### **PARENT/SCHOOL COMMUNICATION**

At KHP we feel cooperation and communication between parents and staff is vital to your child's nurturing and the continual improvement of the school program. The teachers seek to keep you informed and are available to meet with parents upon request. The following publications are available on our website:

## ParentsWeb

- Parentsweb is the online portal to KHA's school management system and allows parents to access their child/ren assignments, assessments, attendance, school calendar/announcements, newsletter, fieldtrip information, etc. Accessing

ParentsWeb can either be done by clicking the RenWeb icon  on the school's website (kimberhills.org) or by going to renweb.com then clicking Login/ParentsWeb. Teachers may also post resources, class links, and photos on ParentWeb. You will be sent login information on your email or you may pick it up at the school's front office. After logging in, please ensure that the family information is correct. Contact the front office if correction is needed. Parents are encouraged to log on to ParentsWeb on a regular basis. RenWeb has made this easier by also creating smartphone apps for both iOS and Android. Visit RenWeb.com for more information.

## PreSchool Newsletter

- Each month our Preschool Newsletter will be posted for you to view. Parents are responsible for the information contained in the PS Newsletter.
- Weekly Howl (all-school weekly newsletter distributed through email notification, also available through RenWeb).

Visitation to the classroom is welcomed and arranged by contacting the teacher or office. If there is a serious change in routine at home such as illness, death, or divorce, let us know so we can help at school.

## TERMINATION CONDITIONS

Each child is accepted into the program on a probationary basis for the first ten days of their attendance. During this time, the child can be dismissed without prior notice and any unused prepaid fees will be refunded within 48 hours. Thereafter, the Preschool will give at least one week notice of dismissal and will refund any unused prepaid fees within 48 hours. (See below for reasons for dismissal.) A child may be dismissed from the program if it is determined that they no longer benefit from attendance due to:

- Child's inability to separate from parent and it is agreed by parent and school that the child is not yet ready for a school setting;
- Child is unable to control aggressive actions to other children or staff personnel.
- All children must be able, at an appropriate age level, to reasonably manage and control all body fluids (i.e., urine, bowel movements, runny nose, etc.);
- Parents/guardians have not cooperated with the Preschool regarding the child's discipline needs;
- Parents whose tuition becomes more than 30 days in arrears.



## CHRISTIAN VALUES

### BIBLE INSTRUCTION

As a Christian school, God is made present in our classrooms, our hallways and in our schoolyard so that students of all religious backgrounds might benefit from learning and living Christian values.

### CHARACTER TRAIT STUDIES

One of the unique emphases of KHP is the study of character traits. A character trait curriculum is used in each classroom, and the entire student body studies two main character traits each month. Other character traits may also be discussed and emphasized during the year. Real life opportunities exist throughout the school day for students to exercise and test the traits they are learning. The following character traits are studied in the school year:

WISDOM	RESPONSIBILITY	FORGIVENESS
OBEDIENCE	SELF-CONTROL	PATIENCE
ORDERLINESS	LOVE	INITIATIVE
ATTENTIVENESS	ACCEPTANCE	FAITH
SHARING	DILIGENCE	FRIENDLINESS
THANKFULNESS	HONESTY	KINDNESS

Please note: We will study "Advent" during the month of December, and "The Life of Christ" during the weeks surrounding Easter instead of Character Traits.

### CHURCH ATTENDANCE

While church attendance is not required for admission to Kimber Hills Preschool, it certainly is encouraged. For a child to receive a complete education, he/she needs the support of not just the home and school, but also the church. School families are urged to make church attendance a priority each week. Families are welcome to attend Fremont Community Church, of which Kimber Hills Preschool is a ministry. We would urge you to attend a church that is evangelical and preaches the Word of God.

### CHAPEL

Age graded chapels will be held weekly to provide spiritual enrichment for students. These chapels will be designed to provide positive and meaningful experiences for students. Parents are invited to attend as their schedule permits. Preschool chapels are held each Thursday.

## **DISCIPLINE**

Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment. Orderliness balanced with independent choices enhances the learning activities in the Preschool setting. Discipline, guided direction of behavior, is also necessary to protect the learning environment. The classroom/playground rules are of general safety in nature and are quickly learned by the children. While being as realistic as possible in regards to the expected exuberance of young children, a "time out" period of quiet may be required for the child to gain control of their emotions and actions. This is a few minutes only, and when ready, the child may resume the activity of choice.

No form of corporal or severe punishment will be used. If necessary, a child may be separated from the group until they are able to gain control of themselves. When this discipline is necessary, it is done with love and understanding. The child is made aware that they are loved but the activity or attitude is not acceptable.

Our Biblical philosophy requires us to work very closely with parents. We will ask you for your input on how to handle the situation that becomes persistent. Parents will be encouraged and even required, in some cases, to come to the school to discuss the problem and to plan a nurturing strategy of positive behavior change. Only in extreme instances a child will be dismissed in the event that it is determined they will no longer benefit from this program - including excessive biting, uncontrolled temper, etc.

## **SCHOOL ACTIVITIES**

### **PRESCHOOL YEAR**

The Preschool year officially begins its new session in the fall, coinciding with the first day of school for the Elementary and Middle School students. There is a separate summer session, which begins in the middle of June. Registration for the summer and fall sessions is held in the spring of each year.

### **SNACKS**

Snacks will be served mid-morning and mid-afternoon to your child. We believe in nutritious food from one of the four food groups. Such things as Kool-Aid, cookies, candy, chips, etc., will not be included. We would encourage you not to include these things in your child's lunch, as well. Lunches are to be provided by the parents, but the school will provide fruit juice and water.

### **HOT LUNCH PROGRAM (OPTIONAL parent purchase during the fall session only)**

A nutritious lunch is available to purchase from Nob Hill Catering.

The Hot Lunch Process is as easy as 1-2-3!

- You will receive registration information detailing how to register on their website for online ordering.
- Paper registration forms are available through their office to be sent by fax or mail.
- Place your order online or by mailing them your paper form.

If you have any questions, please feel free to call or e-mail them at:

- Nob Hill Catering Inc. 200 Country Road Belmont, CA 94002
- Phone: (650) 596-8008 or [www.nobhillcatering.com](http://www.nobhillcatering.com)
- E-mail: [lunchmaster@nobhillcatering.com](mailto:lunchmaster@nobhillcatering.com)

On Fridays the 8<sup>th</sup> grade students will be selling Pizza Lunches. You may purchase a "Pizza Card" from our website ([www.kimberhills.org](http://www.kimberhills.org)). The "Pizza Card" is good for 10 Pizza Fridays. We would like to encourage you to order lunch on Pizza Fridays to help support our 8<sup>th</sup> grade students towards their goal, which is a trip to Washington D.C. this spring!

All students will be encouraged to feed themselves during lunch. If your child is not yet able to use eating utensils, we suggest that finger food items be sent in their lunches.

MILK CARDS (OPTIONAL parent purchase): Milk cards are available for purchase from our website ([www.kimberhills.org](http://www.kimberhills.org)). Each card is good for 20 milks to be used at lunchtime. Juice and water will be provided at no additional charge.

### **FIELD TRIPS**

Learning by experience - doing, seeing, feeling and touching - is a very meaningful and long-lasting type of learning. For these reasons, our students will sometimes be taking various field trips during the year as arranged by individual teachers. "Authorization for Off Grounds Activities" is a form all parents must sign and is kept on file for use as an emergency readiness slip for students leaving the school grounds. **No child will ever be taken off school grounds without parent written consent each time.**

Notification of each field trip will be sent home with the students several days prior to the trip for parental permission and signature. If a parent chooses not to allow their child to go with their class on a field trip, they will be expected to stay home, as no staff may be available to care for them. There will be no reduction of tuition fee or tuition credit given.

### **FIELD TRIP TRANSPORTATION**

Field trips and other special events away from the campus require transportation help from parents and friends. Our greatest concern is the safety of students. Every possible precaution will be taken to ensure safety. To qualify as a field trip driver, the following requirements must be met:

- ◆ A copy of your current California Driver License must be on file in the office.
- ◆ Liability insurance coverage must be a minimum level of \$100,000/\$300,000, and a current insurance policy copy showing this amount and the expiration date must be kept on file in the office.
- ◆ Seat belts and car seats must be provided for each student in the vehicle and worn at all times, in accordance with state law. As of January 1, 2002, all children younger than 6 years old or weighing less than 60 pounds must be secured in a car seat.

### **LOST/DAMAGED ARTICLES**

The Preschool is not responsible for damage to personal property or for lost articles.

### **LOST AND FOUND**

All lost and found articles will be taken to the lost and found area where they may be reclaimed. Articles not claimed will be given away. Written notice will be given before articles are given away (approximately on a quarterly basis). All personal belongings should be labeled with the student's name to help prevent loss.

## **BIRTHDAYS**

Your child may celebrate their birthday at school with schoolmates. Arrangements must be made with your child's teacher as to the date and time. We encourage you to send healthy snacks and save the "cakes" for your family celebrations. Good choices include yogurt push-ups, juice, popsicles, box of raisins, oatmeal cookies, etc. Please refrain from sending in party bags of toys and candy. While these are often appreciated, they can become competitive in nature and hard for some children to understand they don't "have to" bring in special treats. This can be a burden to some families and we ask for sensitivity in this area by all of our families. (See Birthday Celebration Guidelines)

## **TOYS**

We ask that you leave all toys at home. If your child wants to share a particular book or CD, please ask permission from the teacher prior to bringing it. Each class has a specific "share day" when every child is encouraged to bring an item from home.

## **BLANKET/NAP KITS**

Each new full/core day student will receive a nap kit, which includes a small blanket with attached pillow, and tote bag. These will be sent home at the end of every week to be washed and sent back to school. Stuffed animals or dolls are sometimes needed by our youngest children to ease a new transition, but are best kept at home when no longer needed.

## **CLOTHING**

Please mark your child's clothing with first and last name (especially jackets and caps). Bring one change of clothes (Toddlers-please bring two) to be left at school in case of accidents. Shirts or tops with violent themed figures are not permitted. We encourage washable play clothes since we do paint and sometimes the paint will get on the clothes. Safety requires that open-toed sandals should only be worn with socks and buckled on securely. Cowboy boots should not be worn at school. If any clothing belonging to another child goes home with your child by mistake, please return it promptly.

## **HOLIDAYS**

The Preschool will be closed on the following holidays:

- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ Jan. 1<sup>st</sup>-Holiday
- ◆ Martin Luther King Jr. Day
- ◆ Presidents' Birthday/Teacher In-Service Day
- ◆ Good Friday
- ◆ Easter Week
- ◆ Memorial Day
- ◆ July 4
- ◆ Teacher Orientation/End of Summer Session
- ◆ Labor Day
- ◆ Teacher Training In-Service (3 days in fall)
- ◆ Thanksgiving and day after (Friday)
- ◆ Christmas Break (end of Dec.)



### **VACATIONS**

No credit on tuition is given for scheduled school holidays and vacations unless a child has been continuously enrolled for 12 months at a 5 full day schedule. In such instances the child will be allowed 2 weeks "off" as vacation and no tuition due for those 2 weeks. (Also see ABSENCES p. 16)

### **SOLICITATION**

No sales or fundraising projects are permitted without authorization from the Preschool Administrator. No tickets, merchandise, or candy may be sold or given away on campus without permission. The Preschool Administrator must also approve any advertisements.

### **TRAFFIC SAFETY**

To prevent confusion and potential accidents, all traffic is to flow in one direction (north) between the hours of 8:00 - 8:30 a.m. and 2:30 - 3:15 p.m. (1:20-2:15 p.m. on Wednesday). Traffic is to enter from the South driveway (nearest Las Palmas Avenue) and exit through the north driveway (nearest Stevenson Blvd.). Please exercise extreme caution at all times when driving on campus. Speeds should be slow enough to stop in time if a student darts in front of the car.

Preschool parents dropping off their children may park in front of our building by the Preschool playground (avoiding the flow of the carline), and may exit south onto Las Palmas Avenue. The parking lot by Kimber One is NOT for school use at any time.

### **DONATIONS**

It is the school's desire to maintain the highest quality educational program at the lowest possible tuition. This can only be accomplished as interested parents and other friends of the school provide assistance in our operating and capital equipment costs through gifts and donations. All donations are gratefully received and wisely used, and are deductible for income tax purposes.

## **HEALTH**

### **MEDICATION**

Medication will be given to a child only if 1) a Medication Instruction Form is filled out by the doctor, 2) the medication is in the original container, and 3) the amount and time are indicated. The form must be dated, with the parent's and a physician's signature. The only persons allowed to administer medication will be the staff.

## **ILLNESSES**

The State Department of Welfare requires a physical examination upon initial enrollment. Following any serious illness, a doctor's statement may be required. This is for the protection of all the children.

KHP desires to provide conditions that encourage cleanliness and good health practices among the children. A child becoming ill after arriving at school will be placed in isolation and their parents will be notified. In the event that we are unable to reach their parents, we will attempt to reach the additional persons who may be called in an emergency that have been listed on the Emergency Information Form. The child is not allowed back to class until they are clear of all illness symptoms for a full 24 hours.

One-third of our program is outside, so a child that is not well enough to be outside should not attend. It is wise for a child with a cold to stay home at least 3 days to see if their cold develops into something else. A fever should be gone for 24 hours before returning to school. A child that has been exposed to a contagious disease outside of school should stay home during the incubation period.

KHP desires the best possible school environment for all of the children. There are times when, for a child's safety and care, a teacher and the director will make evaluations of the child's physical wellness. This is in a non-threatening manner with both adults present and, if possible, in a semi-private setting. Examples where such evaluations benefit all children is an inspection for chicken pox, head lice, bruises, etc.

Other contagious illnesses or rashes such as flu, pink eye, hand-foot-mouth disease, impetigo, or childhood diseases such as measles, mumps, chicken pox, or greenish discharge from the nose or ears, etc., should not be imposed upon other children. A child with any of these kinds of infections should not return to school without a physician's permission.

Please notify the school immediately if your child comes down with a contagious disease so we will be able to inform the parents of other children of possible exposure, and to watch for early signs of infection.

There is no reduction of tuition for any absences due to illness.

## **HYGIENE**

Due to the layout of our facilities and proximity to restrooms, all children, excluding toddlers, need to be able to reasonably manage and control all body fluids (i.e., urine, bowel movements, runny nose, etc.). A child may be dismissed from the program if it is determined that they no longer benefit from attendance if these health guidelines become a hindrance.

## **POTTY TRAINING**

Acceptance into Preschool ages 2 years and 6 months - 5 years old, requires a child to be fully potty-trained. Potty-trained is defined as: A child who is able to control body fluids (urine) and bowel movements, and to use toilets without teacher assistance. Some accidents do occur but should not be a daily pattern at school or a conference will be required.

We will assist in potty training for the children who are enrolled in our Toddler Program.

## **INJURIES**

In case of an injury, we will make an immediate attempt to contact the parent. It is imperative that all phone numbers are current in the school office. If we cannot reach you, we will call an ambulance or the paramedics. Until the arrival of a parent, the physician, an ambulance, or paramedic, and the Director will be in charge and make all decisions about the care of the child. As agreed by parent signature on the application form for each child, a school staff member is authorized to take your child to the physician named on the application, or to the nearest emergency hospital for such treatment or measures as are deemed necessary for the safety and protection of your child, at your expense.

## **ADMISSION POLICY**

Families who schedule an appointment or stop by for information about Kimber Hills Preschool are given a brochure about the program and a personal tour of the facility.

Families who wish to enroll may do so by completing an application, submitting a copy of the child's Birth Certificate and Immunization Record and paying a non-refundable application fee. Upon receiving an application an admissions packet will be given to the family, which must be fully completed before the child can attend KHP and a personal interview will be scheduled with the Director or other authorized personnel. This personal interview provides parents with information about their child's daily routine as well as KHP policies and procedures. It provides the child an opportunity to become familiar with the facility: to see their classroom and the playground. It also gives the school an opportunity to understand the state of the child's health and physical and emotional development, and to assess whether KHP can meet the child's needs. During the personal interview the first month's tuition will be collected.

## **ENROLLMENT FORMS**

The following forms must be filled out completely before admission to KHP.

- Application Form
- Admission Agreement
- Financial Policy
- Identification and Emergency Form (LIC 700)
- Child's Health History (LIC 702)
- Physician's Report (LIC 701)
- Parent's Rights (LIC 995)
- Personal Rights (LIC 613A)
- Consent for Emergency Medical Treatment (LIC 627)
- Authorization For Off Grounds Activities
- Child Review/Parent Report

## **FINANCIAL POLICIES**

### **ENROLLMENT FEES**

An application fee is required to accompany each application (non-refundable). A re-enrollment fee for existing students will be levied each spring to secure placement for the following year.

Enrollment of children in Kimber Hills Preschool is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent of their support of the school, its staff, and its policies.

## **TUITION**

### **SUMMER TUITION:**

Parents of new students must set up the following tuition payment plan through the Finance Office. A completed FACTS Automatic Tuition Payment Agreement is required to complete your child's enrollment process. Payment Plans for returning students will be electronically processed using information on file and at the new tuition rates.

- Monthly EFT (Electronic Fund Transfer) Plan, using FACTS Tuition Management ([www.factsmgt.com](http://www.factsmgt.com)).

**In the event of early withdrawal, the first months' tuition will not be refunded, and all refunds will be prorated based on the annual tuition paid.**

Parents whose tuition becomes more than 30 days in arrears will not be allowed to send their children to school until tuition is brought current or arrangements are made with the Finance Office.

### **PAYMENT PLAN**

Parents of new students must set up one of the following tuition payment plans through the Kimber Hills Preschool (KHP) Finance Office. A completed **automatic tuition payment agreement** form is required to complete your child's enrollment process. Payment Plans for returning students will be electronically processed using information on file and at the new tuition rates.

- 1) **Monthly EFT (Electronic Fund Transfer) Plan**, starting September 2014 and ending June 2015.
- 2) **Annual Tuition Plan**. A one-time EFT using **automatic tuition payment plan**. To receive **5% discount**, a completed **automatic tuition payment agreement** is required by August 5, 2014, and a full payment must be successfully transferred no later than September 5, 2014.
- 3) **Semi-Annual Plan**. To receive a **2% discount**, make two semi-annual equal payments by setting up an EFT with transfers scheduled for September 5, 2014 and January 5, 2015.

**In the event of early withdrawal, the first months' tuition will not be refunded, and all refunds will be prorated based on the annual tuition paid.**

Should a student enroll after the first day of school, tuition will be prorated from the first date of attendance. Parents must enroll in the **automatic tuition payment plan** at time of enrollment. The monthly payment will be prorated by the Finance Office. Students enrolling between the 1<sup>st</sup> and the 15<sup>th</sup> of the month will pay full tuition for the month, students who enroll between the 16<sup>th</sup> and the 31<sup>st</sup> of the month will pay one-half month's tuition.

All parents are expected to fulfill their agreed financial commitment to pay for the educational services the school is providing for their child(ren).

Parents whose tuition becomes more than 30 days in arrears will not be allowed to send their children to school until tuition is brought current or arrangements to pay are made through the finance Office.

## **WITHDRAWALS**

### **WITHDRAWAL/REFUND POLICY     I understand that no exceptions will be made.**

To begin the withdrawal process, a “Withdrawal Notice” form must be filled out and returned to the Ministry Support Center (MSC). The official date of *withdrawal* is the date the signed form is returned to the Ministry Support Center. The last date of *enrollment* is the last day the child attends the school.

- If a student is enrolled and does not begin the school year, the first payment of the school year is not refundable.
- Withdrawal without two week’s notice will result in no refund of any kind.

If two weeks’ notice is given:

- Enrollment ending from the 1<sup>st</sup> to the 15<sup>th</sup> of the month equals one-half month’s refund.
- Enrollment ending from the 16<sup>th</sup> to the 31<sup>st</sup> receives no refund for that month.
- There are no refunds for absences.
- Application, assessment, and enrollment fees are not refundable.

There are no exceptions to the withdrawal policies.

**If your child has withdrawn from Kimber Hills Preschool and you wish to re-enroll them at a later date, an additional \$150 re-enrollment fee will be required.**

If a student withdraws during the school year, a refund is made based on unused time. Withdrawal from the first to the fifteenth of the month results in the refund of one-half month’s tuition. Withdrawal from the sixteenth to the thirty-first receives no refund for that month. One-half month’s tuition will be charged if a two-week advance notice is not given.

**Official withdrawal must be made by completing a withdrawal form from the Ministry Support Center.**

**If your child has withdrawn from Kimber Hills Preschool and you wish to re-enroll them at a later date, an additional re-enrollment fee will be required.**

**We will not hold their spot after a withdrawal form is submitted.**

## **RETURNED CHECKS**

*In case of unexpected financial crisis, please contact the Finance Office as soon as possible so that we can facilitate an alternate payment plan and help you avoid additional fees.*

-10 Month accounts will be assessed a \$25 returned payment fee by FACTS for each failed EFT payment attempt.

-Returned Checks for Misc. Fees: Accounts will be charged a \$25 service fee for all returned checks.

## **OVERTIME CHARGES**

An additional fee of **\$10.00 for each minute** after the agreed upon pick up time will be charged.

Pick up times are as follows:

Half Day- 11:45 am (extra 15 minute grace period until 12 noon)

Core Day- 3:30 pm at the latest

Full Day- 6:00 pm at the latest

Example: If your Full Day student is picked up at 6:01, you will incur a late fee charge of \$10.00. Late fees are to be paid upon receipt of the monthly billing, with the maximum amount being \$250.00 for each late occurrence. (Half day "Grace Period" between 11:45-12:00 being the only exception.) This is necessary because the school must be closed at 6:00 pm and the teachers allowed to leave.

## **ABSENCES**

Charges will be made for all absences (including holidays) at regular tuition rates. The tuition contract is made by the parents to guarantee a place in the school for their child, and it is the basis for providing personnel to staff the school. There is no reduction of tuition for any absences due to illness or vacations. In case of an extended illness (hospitalization), a conference with the Director should be arranged.

Benefit for 5-full day students only: Extended vacations will require that the parent pay tuition to cover the child's class position; however, extended care fees may be waived with advance arrangements. (Once a child has completed 12 full consecutive months of enrollment, a family will be allowed 2 weeks of no tuition payment for vacation.)

# **EMERGENCY PREPAREDNESS**

## **EMERGENCY DRILLS**

Fire and earthquake drills are conducted at regular intervals as required by law. When such a drill is being held, it is essential that students promptly leave the building by pre-designated routes. If you are on campus when an alarm sounds, please follow the teacher's lead to evacuate the building promptly. Students are not permitted to talk during fire drills and will remain outside with their teacher until a signal is given to return to class.

## **EMERGENCY KITS**

Catastrophic events in the State of California have prompted the KHP Administration to take seriously its role in providing a safe, prepared environment in case of an emergency. All students are provided a three-day survival kit of food, water and other essentials. These kits are stored in accessible containers and will be used in case of an emergency.

## **EMERGENCY EVACUATIONS**

If an evacuation should occur, parents can stay informed by tuning in to radio station KCBS for developing news. Our school staff will be reporting general information through the local emergency system to this radio station. For our current emergency evacuation plan, please check with the school office or the school website for the latest information.