



**KELLER CHRISTIAN SCHOOL**



• EXCELLENCE IN EDUCATION • FOUNDATIONS IN FAITH •

## **Parent Handbook**

Keller Christian School  
205 Elm Street  
Keller, TX 76248

(817) 431-3222  
[www.kellercofc.org/kcs](http://www.kellercofc.org/kcs)

Updated: August 2024

## Table of Contents

Enrollment Procedures .....	4
Hours of Operations .....	4
Tuitions and Fees .....	4
Withdraws .....	5
Attendance .....	5
Arrival and Dismissal .....	5
Late Pick Up .....	6
Release of Children .....	6
Clothing and Personal Items .....	6
Snack and Lunch .....	6
Curriculum .....	7
Conferences .....	7
Parental Communication .....	7
Birthdays .....	8
Class Parties and Events .....	8
Health .....	8
Medical Emergencies .....	9
Discipline Procedures .....	9
Behavior Policy .....	10

Dear Parents,

Welcome to Keller Christian School! We feel honored that you have entrusted us to be a part of your child's preschool years. We are excited to partner with you for a fantastic year!

We encourage learning through play and social interaction. At Keller Christian School, learning is fun! Our goal is to provide a school where children can grow and develop in all areas: academically, socially, emotionally, spiritually, and physically. We strive to create a loving environment where each child can thrive. It is our prayer that, most importantly, each child learns the love of Christ while in our care.

The Parent handbook will outline our school's policies and procedures. This is a great resource, but our staff is always available to answer any questions or address concerns. We are looking forward to a great school year with you!

In Him,

A handwritten signature in black ink that reads "Rachel Graham". The signature is fluid and cursive, with "Rachel" on the top line and "Graham" on the bottom line.

Rachel Graham

Director

[rachel.graham@kellercofc.org](mailto:rachel.graham@kellercofc.org)

## **Enrollment Procedures**

Enrollment is open to children between 2 and 5 years of age. Children must be the age of their prospective class by September 1st. Children must be up to date on all vaccinations or provide an affidavit. Children must be completely toilet trained to participate in our 3 and 4 year old classes.

Please submit the following by the first day of school:

1. Online registration paperwork
2. Immunization records
3. Registration Fee

Keller Christian School admits students of any race, color, religion, or ethnic origin. All rights, privileges, programs, and activities are available to all students in the school. We do not discriminate on the basis of race, color, religion, or ethnic origin in the administration of our policies and programs.

## **Days of Operations**

We offer a full day program on Tuesdays and Thursdays from 8:30 am - 2:00 pm. Monthly calendars will be provided detailing holidays, special events, parties, and early release days. Keller Christian School will follow the Keller ISD calendar for holidays and inclement weather.

## **Tuition and Fees**

A \$150.00 registration and supply fee is required for each child. The fee is non-refundable and secures your child's placement in our program. This fee covers the cost of supplies and snacks for the entire school year.

Monthly tuition is \$200.00. 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 months (September - May). Please have your payment turned in by the 10th of each month.

Cash and Checks are accepted. Make checks payable to: Keller church of Christ. 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.

You may submit your payment to the Director or a member of our staff during dropoff/pickup, send it to school in your child's folder, or mail it to: Keller Christian School, 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 financial problems arise which interfere with prompt payment, please notify the Director so that arrangements may be made.

### **Withdraws**

If you must withdraw your child during the school year, please notify the Director 30 days in advance. You are responsible for tuition and fees.

### **Attendance**

Good attendance habits are essential for your child's school success. If your child is going to be absent, please notify the school via email at [rachel.graham@kellercofc.org](mailto:rachel.graham@kellercofc.org) or phone at (817) 431-3222.

### **Arrival and Dismissal**

We greatly appreciate your help ensuring that all students get to and from school safely!

- All people entering and exiting Keller Christian School should take place through the door by the KCS office on the south side of the building.
- The doors will be opened at 8:30 am and will remain open until 9:00 am. At this time the doors will lock for the safety of the children.
- If arriving any time after 9:00, please ring the doorbell located to the right of the door beside the KCS office.
- School dismisses at 2:00 pm. Our doors in the afternoon will be open from 1:50 pm - 2:15 pm.
- Parents are encouraged to use the carline for dropping their child off in the morning, as well as picking their child up in the afternoon.
- When using the pickup line in the afternoon, please display your car sign and a teacher or the Director will bring your child to the car. Keller Christian School is not responsible for missing car seats or improper installation of car seats or seat belts.
- There is a specific directional pattern in our parking lot. For safety and efficiency, please abide by the directions given by the staff supervising our parking lot.
- Distracted drivers put our students and staff at risk. Drivers must refrain from using their cell phones while in our parking lot.

## **Late Pick Up**

School dismisses at 2:00 pm and children are to be picked up no later than 2:15 pm. A late fee will be applied when children are not picked up on time. A \$5.00 fee will be charged if your child is picked up between 2:15 and 2:30. After 2:30, a one dollar fee will be accumulated for each additional minute. Late fees are payable at the time your child is picked up.

## **Release of Children**

Students are to be released only to those designated on their enrollment paperwork. If someone other than a parent or guardian is to pick up your child, please contact the KCS office in advance. Identification will be required of any adult picking up your child.

## **Clothing and Personal Items**

Please send your child to school in clothes for learning and playing.

- Comfortable, washable clothes and closed-toe shoes are best for school. Children will be involved in painting, crafting, and outdoor play that can take a toll on clothing.
- Students are to come to school fully clothed, including shoes. Attire such as swimsuits, halter tops, short-shorts, and the like are not appropriate for school.
- Be sure to label all clothing, such as jackets, coats, hats, etc.
- Students will need to bring a backpack to school each day. Please choose one that fits a standard size folder.
- Please keep a complete set of extra clothing (top, bottom, underwear, and socks) in your child's backpack. Be sure to update these clothes as the seasons change and your child grows.
- Children who are not potty trained must supply diapers or pull-ups and wipes. All diapers and pull-ups must have refastenable sides. Please make sure these are labeled with your child's name.
- 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. Keller Christian School is not responsible for items that are lost or broken.

## **Snack and Lunch**

KCS provides a light mid-morning snack. Please encourage your child to eat a good breakfast before coming to school. If your child has special dietary needs or food allergies, please notify the school. If special diets are required, parents must provide the specialized foods. All parents will be notified if we have children registered with allergies to certain food products.

Children will bring their own lunch and drink in a lunch box or sack labeled with their name. 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, etc.) be sent already cut into small pieces. Please include all items your child will need for lunch (drink, utensils, napkin, etc.). Put your child's name on everything that needs to be returned.

### **Curriculum**

Each month our program focuses on a Bible theme, color, and shape. KCS uses the Get Set for School Preschool curriculum by Learning Without Tears. This is a fun, developmentally researched, hands-on preschool program. Each month will have new letter sounds, handwriting, 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 progress to fine tuning those skills in the older classes. Other activities include recess, centers, music, science, 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. Conferences will not be scheduled during school arrival or dismissal times. They will be set up outside of school hours.

### **Parental Communication**

Please encourage your child to talk about school experiences. We encourage our teachers and parents to openly communicate and to jointly seek the best possible education for each student. Make sure to read all communications from your child's teacher and the school Director.

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. 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. Each three and four year old student will have a workbook for handwriting that will be kept in the classroom.

### **Birthdays**

We do not hold parties at school, but you are welcome to bring special refreshments on your child's birthday. Please make arrangements with your child's teacher. Invitations to private parties may be distributed only if every child in the class is invited. You may contact the office or teacher for a list of names. Addresses and phone numbers are not available.

### **Class Parties and Events**

We will have scheduled parties during the school year. Dates for these parties appear on the KCS calendar. Parents are encouraged to join us for these events.

- Zoo Day - We will take a field trip to the zoo. We will all meet at the zoo in the morning instead of coming to our school. Students and parents can then explore the zoo together.
- Fall Party - Each class will host a party and 'trick or treat' around the building. Non-scary costumes are encouraged.
- Thankful Harvest - We will celebrate Thanksgiving, with a light, festive "feast" for the students to remember the first Thanksgiving. The students also perform a short program for families to enjoy.
- Christmas - The children will learn and perform some holiday songs for our visitors followed by a school-wide party.
- Valentine's Day - Students are asked to bring cards or valentines to share with the friends in their class. They will pass these out during our party.
- Easter - We have a school-wide Egg Hunt and many fun Easter activities for each class to enjoy.
- Water Day - This happens on our last day of school where we will celebrate a successful year with many fun games and activities.

### **Health**

Our students' health is so very important to us. We ask for your help in keeping our students as healthy as possible.

Important health information can be disclosed to the director on your registration form. Immunization is required against diphtheria, tetanus, pertussis, polio, measles, and rubella. HIB is not required, but recommended.

Please keep your child at home if any of the following conditions are present:

1. Wound or sore with drainage
2. Abnormal rash, itching, or swelling
3. Fever (100.0 or higher within the last 24 hours)
4. Unusual skin appearance (e.g. ringworm, impetigo, etc)
5. Sore Throat
6. Nausea, vomiting, or diarrhea (within the last 24 hours)
7. Questionable eye redness, drainage, or inability to open eyelid upon awakening
8. Drainage due to infection (runny nose, ear drainage, green drainage of any kind)
9. Lice

If any of these are present within the last 24 hours of the school day, do not bring your child to school. Please note that your child must be fever free without the use of medication to attend school.

Parents will be notified if a child becomes ill at school and will be called to come pick up your child.

### **Medical Emergencies**

In the event of an accident or illness, parents will be contacted first. If we cannot reach the parents, we will call the emergency contacts provided in the child's registration paperwork. In the event that we cannot make contact with either the parents or any emergency contacts provided, we will contact the doctor provided in the child's registration paperwork. In case of a medical issue or injury requiring immediate attention, the following actions will take place:

1. Call 911
2. Provide the child first aid treatment and/or administer CPR
3. Contact the child's parents/guardians and physician

### **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. The purpose of any intervention by staff members is to redirect inappropriate behavior or to prevent problems. 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 refunding tuition and fees.