

Kerman Christian Preschool



Parent Handbook 2019-2020

Faculty and Staff

Principal	David Petropulos
Preschool Director	Josie Garcia
Front Office/Finance	Anne Lemus
Preschool Teacher	Julie Armstrong
Preschool Teacher	Deidre Gomez
Preschool Teacher	Maricela Sandoval
Pre-Kindergarten Teacher	Julie Zamora
Pre-Kindergarten Teacher	Miranda Gonzalez
Substitute	Marissa Hernandez
Substitute	Kristin Schaffer



KCS Board Members

President	Steve Slumberger
Secretary	Najwa Kaileh
Treasurer	Nancy Weis
Member	Bob Felker
Member	David Koretoff
Member	Billy Ezernack
PTF Representative	Buffy Goosev

PTF Board Members

President	Buffy Goosev
Vice President	Matthew Shattuck
Secretary	Michelle van der Hoek
Treasurer	vacant
Historian	Amanda Shattuck
Hospitality	vacant
Fundraising	Carolina Puckett
Spiritual Coordinator	Michele Arvance
Communications	Kaleigh Lutz

Vision

Kerman Christian School is dedicated to building an 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. "He committed no sin, and no deceit was found in his mouth."

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 the 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

7:00-8:00	Arrival & Free Play
8:00-8:15	Clean Up Time
8:15-8:30	Circle Time
8:30-9:00	Centers 1 & 2
9:00-9:30	Bathroom & Snack Time
9:30-10:00	Recess
10:00-10:45	Centers 3, 4 & 5
10:45-11:10	Music Movement
11:10-11:20	Bathroom
11:20-11:50	Lunch
11:50-12:00	Clean Up
12:00-12:30	Recess
12:30-2:30	Nap Time
2:30-2:45	Wake Up Time
2:45-3:00	Snack
3:00-3:15	Bathroom
3:15-4:00	Recess
4:00-4:30	Story Time
4:30-5:00	Centers
5:00-5:30	Teacher's Choice

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 Teacher Fellowship (PTF)

The primary purpose of the PTF is to promote Christian fellowship, communication and understanding between parents, faculty and the administration. The 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.

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. 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 returning 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 its original container with pharmacy label.
- Illness and Flu symptoms must be gone for 24 hours (including vomiting, diarrhea, and fever of 99.9 or above) before returning to school.

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 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). All items will be sent home at the end of the week to be washed. Please label all items with your child's name.

Dress Code

Your child is busy learning and playing throughout the day. We ask that your child wears something that is comfortable for them to move around in. **Flip flops are not allowed at school.** All shoes/sandals must have a back on them.

Field Trips/Parent Volunteers

The California licensing regulations state that parents are not allowed to work with students without being fingerprinted on our roster. Because of this, we will not have parent volunteers in our classrooms or field trips at the end of the year.

We have been cleared to have parents attend classroom parties just as we have before. We will also bring activities to the classroom to enrich your child's education. Because of this, we do not require pre-kindergarten parents to complete volunteer hours.

Discipline

Philosophy

Christian education takes a distinct direction in discipline, curriculum, and methods. The cord that ties discipline, curriculum, and methods together is human nature. Only Biblical discipline is strong enough to support the essential external environment for education. Law and order constitute the minimum condition for learning or any other civilized activity.

Through character building, Biblical discipline also upholds law and order within the soul and establishes a suitable internal environment for learning. The means of discipline is external rewards and punishments; the end is formation of moral habits and permanent character traits for self-discipline. Even though character building puts essential supports under academics, the discipline of external rewards and punishments can never cease. Biblical discipline cannot cease at any point in education; it must carry over into teaching methods and curriculum. Reward the good and punish the bad-the first rule of Biblical discipline-is also the first rule of effective teaching methods. Setting high standards that are the same for everyone and insisting that they be met pays off in academics just as it does in morals.

The Christian educator has appreciation not only for the abstract 'individualism' but for concrete, particular individuals as well. There is an understanding that it is no expression of love for children to teach them anything other than to be self-reliant individuals and always strive for the highest excellences. Above all, the Christian educator opposes the leveling instinct which disguises itself as compassion, opposes individual excellence and superior accomplishment and would, if allowed, bring all mankind to the level of mediocrity. The Christian individual, too, must run the race. If he does not win, he must rejoice with victor and find not a cause for envy but a model for emulation.

Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

Category 1:

- Any other minor disturbances that prevent classroom/playground order and instruction.
- Steps 1-4 will be issued by the classroom teacher for any action which occurs in the classroom. A step will be issued by the supervising staff member for any action which occurs outside of the classroom.

- Every effort will be made to minimize the number of distractions in the classroom. If typical steps are not correcting these behaviors, classroom teachers will have the authority to create a specific plan along tailored to an individual student and age level.

Category 2:

- Activities and attitudes that show a lack of respect for authority or harm other students.
- A referral and steps 3-6 will be issued by the administrator/classroom teacher depending on the severity of the action.

Category 3:

- Violation of U.S., state, or city laws. Activities that seriously threaten the safety of classmates. Activities that show a gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct.
- A referral will be issued. Offenses will result in suspension or expulsion.

Discipline Steps

- Step 1: Verbal Warning
- Step 2: Verbal Warning/Timeout
- Step 3: Teacher Contacts Parent/ Timeout
- Step 4: Director Contacts Parent/Loss of Privileges/ Timeout
- Step 5: Director- Parent-Student Conference/ Sent home for rest of the day
- Step 6: Director-Parent-Student Conference/Suspension (May not return for 1 scheduled day)/Placed on Disciplinary Probation

Explanation of Consequences

Timeout:

1-2 minutes spent sitting quietly

Loss of Privileges:

Not able to serve as line leader, teacher's helper, etc.

Teacher Contact:

A phone call will be made to the parent by the teacher. If the teacher is unable to reach the parent by phone a note will be sent home with the student which is to be signed and returned the following day.

Director Contact:

A phone call will be made by the director to the parent.

Parent-Director Conference:

Parent(s) will be asked to come to the school for a conference with the student.

Suspension:

Removal of the student from the classroom for one scheduled day.

Referral:

Violation of Category II or III. Referral to the director and parent contact. Discipline will be administered according to the frequency and severity of the action. Ranging from being sent home, suspension, loss of privileges to recommendation for expulsion.

Suspension:

A student may be suspended from school, only after a parent-administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to readmission. Disciplinary probation is invoked when a student is suspended from school.

Expulsion:

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the KCS Board.

Expelled Students:

Students having been expelled from Kerman Christian School will be considered for acceptance back into KCS based on their reason for expulsion, their repentant attitude, and how they would affect their classmates and the atmosphere of the classroom they're coming into. All is at the discretion of the school board.

Disciplinary Probation:

Probation is invoked when a student has a serious problem and gives a student an opportunity to correct his problem. If the student does not improve to a satisfactory level, they will be dismissed and asked to withdraw from the school.

It is the goal of Kerman Christian School to correct misbehavior in a loving and firm way. We consider each situation and background of students. We will work with students in every possible way to correct behaviors that are not acceptable at school. In every possible way, we will work alongside parents to create a pleasant atmosphere where all students can learn.

Other Information

- In our preschool and pre-kindergarten programs, we ask that siblings do not attend class parties.
- We shut our gates and lock all doors at 8:00am. If you come any time after 8:00, please check in at the front office and we will be happy to assist you.
- All children registered in our pre-kindergarten program must attend a minimum of three (3) days. This will ensure that your child will get the necessary information to begin kindergarten.
- If you wish to keep your child at KCS for kindergarten, your \$75 registration fee will be waived.
- Please communicate with teachers before anticipated absences.
- If you have a concern or problem, please address the issue with either the teacher or the Preschool Director.
- The following items are not allowed to be brought to school: toys, sunglasses, and make up.
- If it is necessary for a student to be picked up by someone other than their parent, please contact the office.
- 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 you have let the office know the name of the individual picking up.
- We ask that you send a change of clothes with your child which we will keep here. Children sometimes have potty accidents or spill on themselves and this keeps us from having to contact you at work.
- You must sign your child in and out each day. Please sign a complete and legible signature. This is a requirement for licensing.

If you ever have any questions or concerns, please feel free to contact us at 846-7200. Thank you.