



KEY BISCAYNE  
PRESBYTERIAN **SCHOOL**

# Parent Handbook

**2017-2018**

160 Harbor Drive

Key Biscayne, Florida 33149

(305) 361-2058

[school@KBPC.org](mailto:school@KBPC.org)

***“Train up a child in the way they should go, and when they are old they will not depart from it.” – Proverbs 22:6***

## **KBPC School Committee**

Timothy Gamwell, Chair  
Ginger Mokher, Allan Miller

## **School Administration**

Anne Rothe, <i>Director</i>	director@kbpc.org
Sigrun Hernandez, <i>Office Manager</i>	school@kbpc.org
Beatriz Tauben, <i>Bookkeeper</i>	accounts@kbpc.org

## **Key Biscayne Presbyterian Church**

### **Sunday Services**

10:00 a.m. - Worship Service (English)  
10:00 a.m. - Children's Church  
11:45 a.m. - Spanish Worship Service

## **Church Staff**

Felipe Asis, <i>Senior Pastor</i>	<i>Jesse Carbo, Associate Pastor</i>
Ezequias Abreu, <i>Assistant Pastor, Portuguese Service</i>	
Ginger Mokher, <i>Director of Children and Families, Children's Ministry Director</i>	
Frank Vasquez, <i>Nutrition Service</i>	

## Introduction and Welcome

Dear Parents,

Welcome to Key Biscayne Presbyterian Church School (KBPCS). We are so glad that you have brought your child to be part of the exciting educational opportunities offered at KBPCS. The administration and staff consider it a privilege to be part of your child's educational future and pledge our best efforts to provide an excellent academic program in a Christian environment.

This handbook is designed to ensure a clear understanding of the philosophies, policies and procedures that govern our school. It is our desire to provide a loving, nurturing atmosphere, and we encourage your valuable input and participation. If you have a new idea or suggestion, please share it with us.

As we begin this new school year together, Key Biscayne Presbyterian Church School seeks your prayerful support, cooperation and adherence to the policies and procedures outlined in this handbook. Please return the last page of this handbook as evidence that you understand and accept our policies by October 1.

If you should have questions or concerns regarding these policies and procedures, please feel free to contact the School Office. For any questions you may have in regards to your child's registration or bookkeeping, please contact our Office Manager, Sigrun Hernandez. Thank you for your attention to these matters.

It is our joy to welcome you to the KBPS family!

Blessings,

**Anne Rothe**  
Director

## Mission Statement

The school's mission aims to “Develop and Equip the Next Generation of leaders for Christ.” Our goal is to provide quality Christian education for toddlers through kindergarten; to serve and assist parents in their God-given responsibility to nurture and educate their children; and to present to each child the **good news of God’s love for them and the world.**

The Key Biscayne Presbyterian Church School believes that the child’s early years of development are important. Children develop and learn through play in a safe, secure, stimulating and nurturing environment. We believe that children learn best when they are offered learning opportunities based on their own interests and developmental level.

Developmentally appropriate activities that stimulate the child’s imagination and learning are key to a child's success. Self-esteem and self reliance skills are an important aspect in early childhood and we will emphasize it throughout teaching children how to communicate their feeling and promoting pride in their individual and group projects.

These activities include play, nature exploration, cognitive development and independence in the following areas: Academic Readiness, Language and Literacy, Critical Thinking, Social Relations, Initiative, Mathematics, Science, Social Studies, Creativity, Music and Physical Development.

All these activities are nurtured in an environment that include non-threatening rules for appropriate classroom behavior which is a critical element to success in school. We know that language development is also an important aspect for the growth and development of early learners.

Since we live in a culturally diverse area like Key Biscayne, KBPC School teachers will ask students open ended questions and promote conversations to foster our early learners’ growth and language development both in English and in Spanish. All classroom instruction is given in English. Spanish and Portuguese are used as needed to help learners.

## Organization and Governance

Key Biscayne Presbyterian Church School, preschool and kindergarten, was established in 1997 as an outreach ministry of Key Biscayne Presbyterian Church. School administration is comprised of the Church Session, the KBPC School Board and the School Director, working cooperatively to establish policy in order to provide Christian schooling to the children of the Church, as well as to the community in general. The School Committee, which operates under by-laws established by the Church Session, meets monthly to determine philosophy and policies, monitors the school's finances, hires personnel, and oversees the administrator's execution of the present policies and procedures, as well as the management of the school's overall operation.

## Parent Responsibilities

We believe parent/guardians are the first teachers to the child. We request parents of KBPCS students to wholly support the school’s Biblical standards and environment of holiness and love in word and deed. For clarity please review the following scriptures: 1 Tim. 4:12, Col. 3:17, Titus 2:7-8, 1 Thess. 5:19-23, James 3:17-18, Romans 12:1-2, 1 Cor. 6:9-20, Ephesians 5:3-5, 1 Thess. 4:3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 John 3:1-3.

**Additionally, parents agree to:**

-Make a concerted effort to attend the school activities in which your child is involved and attend the Parent-Teacher conferences.

-Support KBPCS with your volunteer service or involvement with the PTA. Any adult family member (i.e. grandparent, aunt, uncle, etc.) may serve as a volunteer.

-Provide prayer support for our school. This is essential. [Ephesians 6:13-20]

-Support and uphold Key Biscayne Presbyterian Church School's standards and policies.

-Maintain communication with KBPCS. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.

-Avoid gossip, as scripture teaches, by not sharing problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e. other parents).

-Be informed and involved with your child's work. If your child is having a problem, make an appointment with his/her teacher. Don't wait for the teacher to contact you.

**Parent Teacher's Association (PTA)**

Key Biscayne Presbyterian Church School parents and grandparents are encouraged to participate in the implementation of school functions and programs. Parents, teachers and administration staff work together in the development of children's programs, field trips, special events, parent education programs, classroom projects and the outdoor classroom.

All of our families are members of the PTA. If a parent would like to become a member of

our PTA Board or an active member of our PTA, we ask that the parent give the office an idea of their area of interest. Our areas of need are Room Mothers, Annual "Under the Stars" Fundraiser, Green Committee, Yearbook, Outdoor Classroom and Garden, Book Fair, Family Work Day, Classroom Helpers, Field Trip Drivers and Chaperones, Art and Music Assistants, Newsletter (reporters and photographers), general administrative help and teacher appreciation, etc.

**Qualifications of Teaching Staff**

The teachers are committed Christians who have been or are currently being trained in Early Childhood Education. All KBPCS teachers are encouraged to obtain a Florida Child Care Professional Credential (formerly CDAE). The staff is also required to obtain 45 hours of Department of Children and Families certification. Teachers must also maintain additional hours of instruction annually.

Kindergarten staff is required to have a four year degree in addition to the above qualifications requirements.

**Resources Available**

Arrangements can be made for the use of an interpreter. An interpreter can be used during a teacher-parent conference, an orientation, or as needed. Languages available are English, Spanish, Portuguese, Italian, Turkish or German.

**Summer Camp: CAMP ON THE KEY (age2 years- 8 years)**

Key Biscayne Presbyterian Church School operates a summer camp program for KBPS students and the community. There is a separate registration and fee schedule, as well as length options. For more information,

please leave a message with the School Office and the Camp Director will return your call at the earliest possible convenience. Visit our Camp Website: [www.camponthekey.com](http://www.camponthekey.com)

## Tuition, Fees

1. A **Registration Fee** of \$600.00 is required yearly to accompany completed enrollment forms. **This fee is nonrefundable.**
2. A **New Student Fee** of \$500.00 is required for all *new* students. This is a onetime fee per student. **This fee is nonrefundable.**
3. **Tuition** may be paid as pre-authorized ACH or Credit Card debits by the 1st of the every month unless paying entire year in full. Checks will be accepted, but if a check is returned or payment is late (10 days), ACH or credit card will be required for monthly tuition and any other programs a student is enrolled in. **(Please refer the Tuition Fees Policy for more information)**
4. **Full Payment Option – In order to get the full tuition discount\***, tuition for the months of August through May is due August 1, 2017.
5. A sibling **discount\*** of 5% will be applied toward the tuition of each additional child.
6. An Active Church Member **discount\*** of 5% will be applied toward the tuition. (Active Church Member Discount – Please refer to the Tuition Discount Policy for more information)

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\* School discount policies are reviewed annually and are subject to change.

## 7: Other Fees:

--There will be a \$35.00 charge for returned checks.

--A late fee of \$75.00 per child will be charged if payment is rejected, pending or not paid by the 7<sup>th</sup> of the month.

8. If your tuition balance is not paid by the 10<sup>th</sup> day, your child will be placed on the DNA List (Do Not Admit) and will not be able to attend school until balance is paid in full.

9. **NO tuition refunds, allowances, or makeup days will be granted for any absence, including vacation.** You may NOT substitute any days for days that your child is absent or when the school is closed for holidays or vacation. This policy will apply to extended care programs as well. (Please refer to our Attendance Policy for more information)

If your child creates damage to either our building or its content, exceeding \$25.00, you will be notified and subsequently billed for the repairs.

**Library Books** – If you or your child borrows a book from any KBPS library and fails to return it by the designated time you will be asked to purchase a replacement copy or will be billed for the cost of the book, plus a \$10 lost book fee.

## Pre-enrollment Medical

A medical examination is required for enrollment. **(Please refer to our Immunization Policy for more details)**

NO medications, antihistamines or allergy medications will be administered by the office staff. No fever medication will be administered; children may not attend school with a fever. **(Please refer to our Health Policy.)**

## Meals, Snacks

Key Biscayne Presbyterian School provides nutritious lunches and snacks (posted on our web site). KBPC School cannot accommodate children with special dietary needs. Accordingly, if your child is allergic to any of the ingredients in our meal, it is your responsibility to provide an alternative lunch. Please fill out the appropriate section in the registration pack. **(Please refer to Snack and Lunch Program Policy and Alternative Lunch Policy)**

## What to Bring Weekly

Every day parents are to send children with a water bottle labeled with their first and last name.

Parents must provide a *nap pack set* including pillow, sheet and blanket if the child is in the Toddler Program and staying in the extended program. All items must be labeled! **(Please refer to the Before and After School Supervised Care Policy)**

Every child must have a change of clothes including shoes, sock, underwear, shorts and a shirt in a labeled plastic bag for emergency use. Should your child need to change clothes and does not have this change of clothing, your child will be required to be picked up.

## Termination of Enrollment

Key Biscayne Presbyterian School reserves the right to terminate any enrollment. The administration will make every effort to try to work out any problems with a family; however, if the problem persists, the school will dis-enroll the child. No tuition monies will be refunded. **(Please refer to Permanent Withdrawal/ Dismissal Policy)**

## Curriculum and Instruction

### Program of Instruction: Preschool

Preschool is designed to prepare the child academically and socially for kindergarten. Key Biscayne Presbyterian School provides an experiential learning program through teacher-directed and child-directed activities that require individual, small, and large group participation. The School's environment promotes skills and concepts development in preparation for elementary school while encouraging problem solving and self-discovery.

Our program focuses on the whole child and provides opportunities for him or her to develop spiritually, socially, emotionally, intellectually and physically through hands-on tasks and a variety of readiness experiences in all areas of learning development. This program, for 12 months Toddlers, two, three and four year olds, includes Bible study, Language Development (pre-reading, pre-writing skills), pre-Math skills, Outdoor Classroom, Center Time Developmental Activities (home living, science and discovery, art,, music, library, cooking and gardening, manipulatives), Social Studies, Outdoor Play and separate Art and Music.

18 months -2 year olds use "The Creative Curriculum for Preschool". The Creative Curriculum translates child development theory and research into best practice, clearly defining the teacher's vital role in connecting content, teaching, and learning for preschool children. This curriculum is combined with the Outdoor Classroom.

Children have a strong disposition to explore and discover. The 3 and 4 year old curriculum includes the use of the Creative Curriculum, Project Approach, Handwriting Without Tears and Story Hour Curriculum for

Christian Education. The combination of these early learning programs is designed to ensure success for today's 3-4 year-old learners through the latest research and interactive learning philosophies. The Project Approach, in unison with the other curriculums, builds on natural curiosity. It enables children to interact, question, connect, problem-solve, communicate, reflect, and more. It thoroughly engages children by allowing them to pick the subject matter and high-interest activities. Teachers will also choose activities depending on individual child interest and academic skills and goals.

Because each child is created in the image of God, his or her spiritual development is the foundational ingredient of our program. Bible study is a daily aspect of our program, as well as weekly chapel, in which we endeavor to instruct the child in the truths of the Bible and impress upon them that these are not just Bible stories, but lessons in life. The instruction that is offered to them provides them with an opportunity to personalize these truths and to enable them to have a personal relationship with the living God, our Savior and Lord, Jesus Christ.

### PRESCHOOL - SAMPLE DAILY SCHEDULE

8:30-9:00	Greeting and Informal Activities (puzzles, writing, etc.)
9:00-9:30	Group Meeting (Circle Time)
9:30-10:00	Wash Hands and Snack
10:00-10:30	Outdoors
10:30-11:15	Small Groups (Literacy, Math, Science, Art)
11:15-11:30	Clean-up, Wash Hands
11:30-12:00	Lunch
12:00-12:30	Choice Time in Learning Centers
12:30-1:00	Outdoors/Read-Aloud/ Group Activities
1:00-2:00	Afternoon Activities/StoryTime
2:00-2:15	Dismissal

CLASSES WILL BE DISMISSED AT 12:45PM ON WEDNESDAYS

Art is scheduled on Thursday and Friday by class

Music is scheduled on Monday by class

Chapel: 9:30-10:00AM Every Wednesday -Parents are welcome to attend

### **Program of Instruction: Kindergarten and 1<sup>st</sup> Grade**

Our kindergarten curriculum is an academically rigorous and well-rounded combination of subject matters that incorporate the cross-thematic and multi-sensory benefits from best practices including various schools of thought.

The Language Arts programs are based on the Super Kids Reading Program and the Handwriting without Tears Approach to fulfill the Core Curriculum requirements in combination with the State of Florida Standards.

Every day, students engage in small group multi-sensory “games” or lessons that require active participation leading up to handwriting extensions, thus solidifying their understanding of concepts introduced in phonological awareness, encoding, sight reading, and more.

Kindergarten and 1<sup>st</sup> Grade Math utilizes Singapore Math and includes daily hands-on practice with didactic materials that stimulate analytical reasoning, pre-geometry, an understanding of basic operations, an introduction to large numbers, reading and conceptualizing time, calculating money, and more and also meets the Core Curriculum criteria and satisfies the State of Florida Standards.

In addition, cross-thematic learning takes place as Science, Social Studies, Art, Math, and Language Arts join forces to complete important projects such as the Fairchild Challenge, Key Challenge and Dream in Green Challenge. KBPS uses these challenges to integrate topics throughout various subject matters using a project approach while working, playing, singing, and enjoying the unique learning facility, tools and resources that our school is well known for. Numerous Field Trips, environmental awareness and art appreciation throughout the academic year, demonstrate the holistic value of our unique Kindergarten and 1<sup>st</sup> Grade program.

**KINDERGARTEN AND 1<sup>ST</sup> - SAMPLE DAILY SCHEDULE**

8:45-9:00	Morning Meeting – Line Time and Prayer
9:00-9:30	Reading
9:30-10:15	Language Arts (Chapel on Wednesdays)
10:15-10:30	Snack / Recess
10:30-11:15	Math
11:15-11:30	D.E.A.R. (Drop Everything and READ!)
11:30-12:00	Recess
12:00-12:30	Lunch
12:30-1:15	Science / Social Studies
1:15-2:00	Monday: Music Tues: Art Wed.: P.E. <b>Early Dismissal 1:00 pm</b> Thurs: Art Fri: Photography
2:00-2:30	Tuesday & Thursday: Spanish
2:30-2:45	Dismissal

## General Policies

### Arrival and Dismissal Procedures

Each parent must sign and enter time upon arrival and dismissal on the Sign in Sheets posted outside each classroom. Arrival time starts at 8:25a.m. The parents accompany their children to the classroom where they are received by the teachers. Classes begin promptly at 8:30 a.m. Downstairs Classroom doors will be locked at 9:00 a.m. and parents and children who arrive after that time must go to the School Office to be signed in and the child will be escorted to his or her classroom by a staff member. PK4, Kinder and 1<sup>st</sup> stairwell door will close at 8:45. Students arrive after 8:45 will join the PK 4, Kinder/1<sup>st</sup> assistants in the After Care room and go as a group up to the classrooms at 9:00. Punctuality is greatly stressed.

**Kindergarten and 1st grade classes begin at 8:30 a.m.** Tardiness and Absence Records will be kept for Kindergarten and 1<sup>st</sup> Grade students. Please arrive on time each day. Students arriving after 8:45AM will be marked as tardy. 4 tardy days translate to 1 absence. **(Please refer to Attendance Policy for Kindergarten)**

Any Preschool students arriving **before 8:25 a.m.** must be left in the Before School program, and the parent will be charged accordingly.

**Dismissal** for the Young Toddler Half Day and Toddler Half Day Class (12 Months to 2 years of age) is at 12:00 p.m. sharp. There is no After Care for the Young Toddler or Toddler classes. Dismissal for the two, three, and four-year-old classes is from 2:00-2:15 p.m. sharp. Children who are not picked up by 2:15 p.m. will be placed in After School Care, and the parents will be charged \$8.00 per hour. After School is available **(only until 4:00pm)**. Kindergarten and 1st Grade

students will be dismissed at 2:30 p.m. Children who are not picked up by 2:45 p.m. will be placed in After School Care, and the parents will be charged \$8.00 per hour. After School is available **(only until 4:00pm)** **(Please refer to the Before and After School Supervise Care Policy)**

**Toddler and Pre-K 2** classes are dismissed from their classrooms. When picking your child up, please wait for the teacher to open the door signaling dismissal. The teachers have many little ones to account for. Therefore, parents are to wait outside the classrooms while the teacher dismisses them. If, for any reason, you need to speak to the teachers, please set up an appointment for a more convenient time.

**Pre-K 3, Pre-K 4, Kindergarten and 1<sup>st</sup> grade** will be dismissed at the locations designated below. Please do not use this time to discuss any issues with your child's teacher, as it is imperative that the staff be able to focus on the safety of the children. You are welcome to make an appointment with your child's teacher to discuss any issues.

### School Entrance (East Parking Lot)

2:30 p.m. Kindergarten and 1st

### Back Stairs (behind Church office)

2:00 p.m. Pre-K 4

### Church Office Circle

2:00 p.m. Pre-K 3

**All students will be dismissed from the classroom on Wednesday at the early dismissal time of 12:45 p.m. Students who are not picked up by 1:00PM will be escorted to After Care.**

Children will be accompanied by their parents to and from the parking lot at all times. Children are released to the parents,

guardians and those authorized on **the Emergency Contact and Release Information Form** included in the registration packet. **(Please refer to the Child Release Policy)**

If you need to pick up your child before dismissal time, please come to school office to sign-in, and the office staff will pick up your child from his/her classroom and bring him/her to you in the office. **(Please refer to the Leaving School Early Policy)**

**Please note that a picture ID will be necessary for anyone picking up your child who is not listed on the Emergency Contact Form.** Please call the School Office to notify if someone other than a parent or guardian is picking your child up. An ID will still be required.

## Attendance

### Preschool

Regular attendance is crucial for the child's progress and to encourage responsibility and self-discipline. Excused absences include illness, emergencies, or death in the family. Doctor's appointments should be scheduled for Saturdays, or after school, if possible. No reductions in tuition will be made for illness, vacations, school holidays, or weather-related absences.

### Kindergarten and 1<sup>st</sup> Grade ONLY

Students who are tardy or absent excessively from their instructional program will fall behind in academic achievement. Excessive schools absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school. KBPS has the affirmative obligation to report and inform parents and the District of the student absences. The attendance laws are enforced as mandated by Florida Statutes and KBPS. Student attendance is a means of improving

student performance and is critical in raising student standards.

### School Attendance – Kindergarten and 1<sup>st</sup> ONLY

Students are to be counted in attendance only if they are actually present for at least two hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

### Tardiness - Kindergarten and 1<sup>st</sup>Grade ONLY

A student is considered tardy if they are not present by 8:45 AM.

### TYPES OF ABSENCES - Kindergarten and 1<sup>st</sup> Grade ONLY

#### Excused Absences:

- A. Personal illness of the student. (Medical evidence may be required by the principal or designee for absences exceeding five consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.

F. Attendance at a center under Department of Children and Families supervision.

G. Significant community events with prior permission of the Principal. When more than one school is involved, the Region Superintendent will determine the status of the absence.

H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed. The religious holiday must be listed on the district's approved list of religious holidays.

I. Military Connected Students – KBPCS is committed to assist students from military families and will continue efforts to facilitate the development and implement policies that directly impact children of military personnel. In an effort to ease the burden of our students who have parents that may be deployed or on "Block Leave", schools will allow up to a total of five days of excused absences each academic year to allow families time together. The absences are to be preapproved by the school director. Students shall have a reasonable amount of time, to complete make-up work.

J. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, State and national competitions.

K. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.

L. Outdoor suspensions.

M. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

### **Course Make-Up – Kindergarten and 1<sup>st</sup> Grade ONLY**

If the absences are excused, all educational requirements for the course shall be met before a passing grade or credit is assigned. The student shall have a reasonable amount of time, up to three (3) school days, to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

### **Unexcused Absences - Kindergarten and 1<sup>st</sup> Grade ONLY**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

#### **Unexcused absences include:**

Vacations, personal services, local non-school event, program or sporting activity

Older students providing day care services for siblings, Illness of others, Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences shall not be grounds for suspension from school but may result in detention or placement in existing alternative programs. Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the

appropriate administrator. Disciplinary action should include notification to parent.

## Dress Code

Uniforms consist of a white or baby blue polo shirt with the school logo. These shirts are available at Pretty Boutique. Navy blue shorts, pants or skorts (skirts with shorts attached) are required, and students must wear comfortable, closed-toed shoes. Shoes should have soft soles, such as sneakers, which provide the best support for your children. Tennis shoes are recommended. No cowboy boots, sandals, thongs, flip-flops, crocs or jellies are allowed since they are not conducive to running, jumping or climbing during playground time.

Jewelry is not recommended. Earrings, necklaces and bracelets that do not snag are permitted.

**FRIDAY DRESS CODE:** We wear the light blue KBPS t-shirt on Fridays. These can be purchased in the School Office for \$10.00. If you choose not to participate students should wear the KBPS uniform.

Please send an extra change of underwear, shorts, shirt, shoes and socks with your child's name labeled with permanent marker, in case they are needed. This change of clothes should be in a labeled Ziplock bag and either kept in your child's backpack or a location designated by the teacher. Clothing and personal items are required to be labeled with child's first and last name. This includes sweaters and jackets during colder weather.

KBPS will not assume responsibility for damaged clothing or loss of money, jewelry or other valuables that the students bring needlessly to school. No hats are allowed except for outside use or special occasions.

## Closed Campus

**KBPS** operates under a closed campus policy. All visitors must register at the school office and receive and wear a visitor name badge while on campus. Before leaving campus at any time, prior to the normal dismissal time, students must have administrative approval and be signed out in the office by a parent/guardian. Upon returning, all students must be signed back into school.

## Leaving School Early

If for some reason you must pick up your child before the normal dismissal, please advise your child's teacher ahead of time. This will allow the teacher the time needed to gather papers, etc., for your child before he or she is picked up and will be less disruptive to the class. You must come to the school office **first** to sign your child out. In order not to interrupt the classroom, the office staff will pick up your child from the classroom.

## Lost and Found

All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in lost and found. As the lost and found becomes full, items will be donated (at least every two weeks) to a local charity or thrown out. If one of your child's things is missing, please check with the office immediately.

## Personal Property

Personal property (e.g. toys) is not permitted. No Martial Arts or war toys (such as Ninja Turtles and Power Rangers) of any kind will be allowed at school at any time. This includes toy guns, knives, and swords. These toys often promote behavior usually involving physical contact and bad language. The toys will be confiscated but may be claimed by the

parents from the Director's office. The school is not responsible for loss of personal items.

No live animals or pets other than approved class pets will be allowed on premises due to potential allergic reactions to children enrolled in school unless written permission is granted by the school administration. **This includes family pets on a leash or in a travel bag.**

## Field Trips

Field trips may be scheduled throughout the year. Parents must accompany their child on those days unless prior arrangements have been made with the teacher and another parent has agreed to take responsibility for your child.

## Transportation

Parents are responsible for getting their child to and from school. At no time will a staff member be allowed to take a child home. The school office personnel may assist by informing the parent if a car pool is available, but the responsibility still belongs to the parents. If the student is to be picked up by someone who is not on the emergency list, a note, email, or phone call must be made prior to the end of the school day to the school office. Please do not contact the teacher directly. A school staff member will ask to see the person's driver's license to obtain accurate identification.

## Pictures

Individual student pictures are taken during Class Picture Day. Siblings attending KBPS will also be photographed together in a sibling portrait. If your child misses the student picture day, retakes will be given. No retakes will be done for classroom pictures. All portraits are made available for

your purchase. You will be notified via e-mail and monthly newsletters.

## Snack/Lunch Program

The school provides a healthy snack each morning for all students and a healthy lunch prepared on premises. Snack and lunch are included in the tuition. Please send your child to school each day having already eaten breakfast. Breakfast is an important meal for your child and prepares them for optimal learning and growth. Please refrain from sending breakfast to school with your child.

## Alternative Lunch

If you need to provide a substitute lunch for your child due to allergies or a special diet, please ensure that the meal is prepared. All reheating will be done in a microwave. **No candy, gum or soft drinks will be allowed.**

## Special Needs Policy

KBPS is a place for every child to learn and grow. We welcome all children. We are sensitive to children with special needs. In our experience, we know that sometimes, parents themselves may not realize their very young child may be facing difficulties.

Close communication with parents is essential in providing quality care, which may require appropriate testing as determined necessary by the school staff. If a child has already been evaluated by his/her physician, we will work with the parents and other professionals to cooperate with any IEP (individual educational plan) and IFSP (individual family support plan) that has been developed, when possible within available school resources and facilities. Parents are required to submit to us their child's most recent IEP/IFSP and keep us updated on the child's progress.

If we are not able to meet a child's needs, we will give parents reasonable time to find more appropriate care.

### **Before /After School Supervised Care**

#### **Before School Care:**

Before School Care is provided Monday through Friday from 8:00 a.m. to 8:30 a.m. At 8:30 a.m. the children will be escorted to their classrooms.

A fee of \$8.00 per child, per day used, will be assessed and billed at the end of the month.

In the event that the Before School Care and After School Care payment is delinquent after billing, your child's privilege to attend Before School and After School Care will be revoked.

#### **After School Care:**

Children must be signed out by the After School Care teacher and an initial by the parent/ guardian. In the past, parents sometimes signed the child out themselves while the teacher was assisting other children and the handwriting has been illegible. If that occurs, you will be billed for the full time After School Care.

-After School Care is provided, for students 2 year old and up, Monday through Friday from 2:15 p.m. to 4:00 p.m.

-A fee of \$8.00 per hour will be assessed and billed at the end of the month.

-All students must be picked up before 4:00 p.m. sharp. (Please see: **Late - Afterschool Care Pick Up Policy**)

-In the event that the Before School Care and After School Care charges are delinquent after billing, your child's privilege to attend Before School and After School Care will be revoked.

-The school will provide an afternoon snack.

-Children staying for After School Care on a regular basis should have an extra change of clothes, including shoes and socks in the after school program. **Please label all clothing.**

#### **Schedules for After School Care**

##### **Two-Year-Old & Three-Year-Old classes schedule:**

2:15 – 3:00 p.m. -- Rest on cots, music, books and soft toys

3:00 – 3:30 p.m. -- Bathroom, snack, free play

3:30 - 4:00 p.m. -- Playground or Indoor play: blocks, story, imaginative play, large motor activities, felt board, drawing, teacher-led circle games, story time, puzzles. All centers open..

##### **Pre -K 4, Kindergarten & 1st Grade schedule for After School Care**

2:15 – 3:30 p.m -- Indoor play, blocks, imaginative play, large motor activities; drawing, teacher-led circle games, story time, puzzles, music, games, crafts. All centers open.

3:30-4:00 p.m. -- Snack and playground

*Schedules are flexible and may change!*

It is not possible for teachers to alter schedules or procedures to meet individual parent requests regarding After School Care. After School Care is provided for the convenience of the parents according to established routines.

#### **Late Afterschool Care Pick-Up Policy**

If you pick up your child from afterschool care later than 4:00 p.m., ***you will be charged per student an additional late fee of \$8.00 for each 5 minute increment past 4:00***

The parent or person picking up the child will sign a paper stating the time they came to pick up the child and the extra fee involved. This fee will be charged at the end of the month as pre-authorized ACH or Credit Card debits. Failure to pay will result in the suspension of after school privileges until the fee is paid.

## Book Bags/Back packs

Each KBPS student is required to have a book bag or backpack for personal belongings, homework papers, and school correspondence being sent home. Please label each book bag or backpack with your child's name.

## Chapel

This is a special service of worship for our students and faculty held weekly. Chapel provides an opportunity to praise our Lord through song, to fellowship together, to become more knowledgeable of His Word through Scriptures, dramatizations, storytelling to share prayer requests. Chapel is held on Wednesdays at 9:30 a.m. Parents are welcome to join us for this special time but please be sensitive about whether your presence is helpful or a distraction to your child.

## Class Parties and Special Events

Parties and events are announced by teachers, Room Moms and the administration through our online newsletter and emails. Please transfer all dates to your personal calendar and keep our monthly calendar in a visible place for easy reference (maybe on the refrigerator).

Student's birthdays may be celebrated on campus during the last 30 minutes of the school day if you notify the teacher beforehand. ***If you would like to bring a special treat for your child on his or her***

***birthday, there are strict guideline that must be followed for the health and safety of all our children.*** Please stop by the office a few days before your child's birthday to review or sign the policy paper.

**Invitations to a student's birthday party** can be distributed at school only if all students in the class are invited or all students of a single gender are invited. Otherwise, invitations cannot be distributed at school. Young children are very aware and very sensitive.

Only parents or guardians may put invitations in the children's cubby hole to the entire class for parties planned off campus. **Teachers may not be asked** to distribute invitations.

**Holidays:** KBPS respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. However within the *school* program, the following scriptural principles serve as our school guidelines:

**Halloween** - KBPS emphasizes a "Harvest Theme" at this time of the year. In general, smiling pumpkins, wheat stalks, happy scarecrows, displays of produce, etc., are acceptable harvest symbols; witches, monsters, ghosts, gravestones, vampires, etc. and other occult characters are not permitted. Costumes for Noah's Ark Day (October 31) will be allowed as long as they conform to the animal theme. Costume weapons of any kind are prohibited. **When in doubt, call the school for guidance.**

**Christmas and Easter** - KBPS treats these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His resurrection.

## Church School Sundays

Parents are always welcome to come to church at any time; however, we would like to invite our KBPS School families to come and worship with the Key Biscayne Presbyterian Church during a few special Sundays during the year. Please refer to the School Calendar for these dates. We consider these very meaningful time for the parents, children, staff and our church community to worship the Lord together. The children sing several songs that they have learned in Music and Chapel. They also recite Bible verses that have been memorized. We ask that each family join us in worship on the Sunday when your child's class will be participating in the worship service.

## Classroom Visitation

KBPS encourages parents to visit the classroom and observe the teaching process. However, parents are required to make an appointment through the office prior to the visit. Teachers are advised by the administration to refer parents who make **unscheduled visits** to the classroom to the office so that appointments may be made as required. We especially ask that parents cooperate with this policy so that our teachers' attention is not taken away from their students, and that their classroom instruction is not interrupted.

## Communication (Parent, Teacher, School)

Good communication is vital to the operation of the school. To avoid misunderstandings regarding school policies, please contact the office whenever questions arise. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, but you may leave a message on our answering machine at any time or reach us through e-mail. Our phone numbers are as

follows: School (305) 361-2058; Fax (305) 361-8131; school@kbpc.org.

Please note: Because we are committed to be GREEN, most of our correspondence will be sent to you via e-mail. Please make sure we have your correct e-mail address. Additional information and monthly and yearly calendars will be posted on our website at: <http://www.kbpcschool.org/>

The office should be notified immediately regarding any changes in your address or home and work telephone numbers. All pertinent information such as change of physicians, allergies to a specific medication or food, should also be made available to the school. Up-to-date information may make a difference in the welfare and care of your child if an emergency situation should occur.

### Complaint or Problem Procedure:

Occasionally, during the course of the school year, misunderstandings or problems may arise between a teacher and student, a teacher and parent, a parent and the administration, or any one of several possible areas. Since this is often the result of a lack of communication among those involved, and ultimately affects the children, Key Biscayne Presbyterian School's desire is to remedy the situation as soon as possible. Therefore, the school has established a policy for these situations, and complaints or problems will be handled in the following manner:

- 1. All questions, concerns, problems or complaints should be brought directly to the teacher **first** before anyone else becomes involved.*
- 2. If the situation is not resolved at this level through direct contact with a teacher, the parent may request a meeting with the school Director.*
- 3. If there is a question, concern, problem or complaint directly with the*

*administration, please request a meeting with the Director.*

*4. Finally, if the problem is still not resolved, it will then be placed on the agenda of the School Board at its next regular meeting and addressed by the Board members at that time. Parents will be notified of the School Board's final action by letter.*

## Conferences

Two conferences are scheduled during the school year: in October and again in March. However, parents and teachers may request intermittent conferences when deemed necessary. We ask that conversations and conferences with teachers be scheduled after school is dismissed and that the child not be present unless appropriate.

## Developmental Screening

At the beginning of the year, KBPC School offers Speech and Occupational Therapy Screenings provided by local practitioners on sight. These screenings will be given at the parent's request.

Your child's first five years of life are so important, and we want to help you provide the best start for your child. Please take advantage of the opportunity to have your child screened. Screenings are an important part of determining if your child is acquiring age appropriate skills. The skills being assessed are those which are necessary to academic performance as well as those which help children develop appropriate interactions at home and school.

## Referral

If after our initial conference it is determined that the child would benefit from a diagnostic

evaluation, a referral may be made to community agencies for speech/language, physical, occupational, behavioral, family or mental health therapy.

### **For children 18 months to 3 years:**

**Early Steps Program-** Appointments will occur within 45 days of the referral. There is no cost to the family for the child's initial evaluation.

### **For children 3-5 years:**

**Florida Diagnostic and Learning Resources System (FDLRS)-** appointments will be scheduled upon the completion of the referral packet. Screening and evaluation services are available through Miami-Dade County Public Schools at no cost.

## Discipline Procedures

Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained they will become self-disciplined.

As much as possible, the characteristics of our discipline are modeled after God's.

- God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- God delights in us. [Proverbs 3:12]
- As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- God expects us to produce fruit in our lives. [Colossians 1:10]
- The fruit of repentance [2 Corinthians 7:9-11]

- The peaceable fruit of righteousness [Hebrews 12:12, Galatians 5:22, 23]
- God forgives and forgets. [Hebrews 8:12, Titus 2:14]

It is our desire that the Key Biscayne Presbyterian School be a happy and enjoyable learning experience for your child. Each classroom is treated as a community, a place where children feel safe, help one another, and see themselves as part of a group. To make this possible, the students will be taught skills to cooperate, negotiate, and to make and keep friends. They will also be taught to resolve conflicts and problems. These are not easy skills to acquire. It takes time and patience. Rules, as well as clear and consistent limits are set by each teacher.

Testing limits, physical aggression, biting, temper tantrums, and bullying are among the most common challenging behaviors. When faced with any of these or other challenging behaviors, the staff member will respond firmly and positively. Children who express these behaviors are often “crying out” for help. It is the responsibility of the teacher to focus on what the child may need. Teachers are instructed to talk with the child, and if necessary, allow the child to sit in a quiet area near a teacher where they can regain self-control. Both children involved in the incident will be given an opportunity to discuss and resolve the problem with each other.

Any physical abuse by a child against another child will not be tolerated. A child who bites, hits, scratches or kicks will immediately be reminded of the rule specific to that particular behavior. Incident/Accident Reports will be written and given to all children involved in such behavior. The teacher, parent and director will be asked to sign these reports. If a child continues to demonstrate any of these aggressive

behaviors, the parents of that child will be required to meet with the teacher and the Director. At that time, a plan will be developed to help the child. If behaviors continue and compromise the well-being of the other students, the Director maintains the right to ask the parents to find another educational facility for their child. A parent whose student has 5 or more disciplinary Incident Reports will be required to meet with the Director. (Please refer to Tuition and Fees policy for more information and Permanent Withdrawal/Dismissal Policy for more information)

We do not use corporal punishment, aggressive language, ridicule or harsh, humiliating or frightening treatment. Discipline will never be associated with rest, toilet training, or food.

Additionally, KBPS reserves the right to disenroll any student when, in the sole judgment of the school, the conduct of a parent or guardian creates a safety concern or otherwise impairs the educational mission of the school. No refund of tuition will apply in such cases.

## Health and Safety Tips

### Child Release

No child shall be released to any person(s) other than the person(s) authorized by the parent or guardian and listed on the enrollment card or its equivalent. Any person(s) authorized to take a child from KBPS, other than the child's parent or guardian, must present a picture I.D. to the school office before a child is released.

In the event of a circumstance where no available person authorized to pick up a child from care, the child's parent or guardian must contact the facility and authorize another individual to remove the child from

the facility. In order to facilitate this process, authorization will require that the parent or guardian verbalize the correct password or number identification assigned to each child at the time of enrollment in the facility and recorded on the enrollment card or its equivalent. The authorized individual must present positive I.D. to the employees of the facility before the child is released.

You may not leave a message on the answering machine to authorize another individual to pick up your child. Please send a written authorization slip.

### Fire and Safety Drills

Since KBPS is genuinely concerned with the safety and welfare of its students, unannounced monthly fire drills are held, as required by law, for the safe and expeditious evacuation of the school building if the need arises. Great care is taken to explain our procedure to the children. We encourage you to also practice fire safety routines at home with your children. In addition, two tornado drills will be held, as well as lock-down drills, throughout the school year. Signing your child in and out of school is critical to maintaining a safe environment during emergencies – please make sure you sign in and out every day.

### Severe Weather Plan

In the event of severe weather, Key Biscayne Presbyterian School **will follow the same decisions made by the Miami-Dade Public School system** as to whether or not school will be canceled. Stay tuned to weather reports on local television and radio stations. Should the choice be made to dismiss during the school day, parents will be notified by the school administration by phone, e-mail or text message. There will be no refunds as a result of school closings due

to the weather, but the school, in its discretion, may extend the school year to make up for inclement weather days. Parents will be promptly notified.

### Divorced and Separated Parents

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. The following policies govern enrollment and other issues of children of divorced/separated parents.

Ordinarily, the school will not deny or interfere with either parent's involvement in school related affairs or access to the parent's child or the child's records, unless the school is presented with a court order or comparable legal document restricting such involvement or access. Accordingly, the school will request contact information for both parents and will address communications regarding the student to both parents.

The school CANNOT resolve custody disputes. It is up to the parents, upon enrollment, to specify which person(s) are authorized to pick up children from school. This information is normally collected upon enrollment. No non-authorized person may pick up a child from school.

Arguing, fighting, or other disruptive behavior by anyone is not tolerated on the campus. Persons not complying with this rule will be asked to leave the campus. Repeated violations may lead to legal action for the safety of children, staff, and visitors.

Concerning field trips that require parental consent, the school may accept consent from either parent or guardian unless a court of competent jurisdiction has issued an order prohibiting or preventing a parent from making such consents for the child. The teachers will be informed of such cases if the child is in their class.

## Parking and Traffic

Your children's safety is of utmost importance. Therefore, we ask that you comply with the following traffic rules:

1. The flow of traffic in the parking is **One-Way**. Please follow the traffic pattern to make arrival and dismissal as safe as possible.
2. Drive slowly while in the parking lot. Little children sometimes dart out in front of cars unexpectedly. Five (5) miles per hour is advisable.
3. The Parking Lot on the west side of the Yacht Club is reserved for church staff and assigned parking. The East Parking Lot is reserved for school parking.
4. Please do not leave children unattended in your car while picking up students.
5. Please do not leave handbags or briefcases unattended in your car for your own security.

## Health Policy

KBPS recognizes the importance of providing and maintaining a school environment which minimizes the risk of the transmission of any illness or communicable disease. It also recognizes the need to ensure that any student or staff member with an illness or communicable disease remains eligible for the benefits of its educational services, as well as the rights and privileges provided by law. In order to balance these rights with the school's obligation to protect the health of all students and staff, the following policies and procedures have been developed regarding any student or staff member who has an illness or communicable disease dangerous to the public.

## Health Policy Rules:

1. Be sure your child is feeling well before bringing him/her to school, please be considerate of the other children and staff.
2. A child must **not** be brought to school when he or she has any of the following:
  - a. Any type of infectious illness such as a communicable disease, infections of the eyes or skin, head lice and live nits, etc.
  - b. Mucous coming from the nose or throat, regardless of whether it is allergy-related or an infection.
  - c. Episodes of vomiting or has diarrhea prior to coming to school.
  - d. A temperature elevation of greater than 99 degrees.

**IMPORTANT: A child will not be admitted into class until 24 hours after one of the following: sore throat, temperature, diarrhea, or vomiting.**

3. In the event that a child becomes sick during the day and is unable to be picked up by a family member the child will remain in isolation in the School office. There will be an additional fee charged of \$10.00 per hour (or fraction thereof) after 2:00PM. A sick child will NOT be permitted to After Care.
4. In the event of a contagious illness, the parent must notify the school and not allow the child to return until the illness has past. A written, signed release from the doctor stating, "the child may return to school and is free of contagion," is required and must be brought or faxed to the school office at (305) 361-8131. KBPCS will give a written notice of any contagious disease within the school.

5. In cases of surgery, fracture or prolonged illness, a written note from the doctor must be presented to the school office regarding any limitation of activities or special considerations before turning it into the school office.

6. In case of illness or accident during school hours, the child will be taken to the school office and the parents or guardians will be notified. In the event the parents or designated guardian cannot be reached by phone, the parents, according to prior written consent, give KBPCS permission to call a designated physician at the parents' expense. In the case of an **extreme emergency**, when the school is unable to reach the parents, relatives, or family physician, Key Biscayne Fire Rescue will be called and a hospital of the school's choosing will be asked to administer emergency aid to the child. The "EMERGENCY RELEASE FORM" will be used in lieu of direct parental consent.

#### Communicable Disease Control

If a child, staff or other person in the facility exhibits any of the following symptoms, he/she should not attend the school. If such symptoms occur at the school, the child, staff or other person will be placed in isolation area until removed (picked up, taken to the hospital, etc.). **Such person may not return without medical authorization, or until the signs and symptoms of the disease are no longer present.** With a child, a communicable disease may include any of the following:

Symptoms Include:

Severe coughing, causing the child to become red or blue in the face or make a whooping sound.

Difficult or rapid breathing.

Severe pain or discomfort.

Visibly enlarged lymph nodes or stiff neck.

Diarrhea (more than one abnormally loose stool within a 24 hour period).

Temperature of 100 degrees Fahrenheit or higher when in conjunction with any other signs of illness. (A child must be fever free for 24 hours prior to coming to school).

Red eyes with discharge.

Episode of acute vomiting.

Sore throat or severe coughing.

Infected and untreated skin patches.

Exposed, open skin lesions that are weeping or bleeding.

Unusually dark urine, blood in the urine and / or gray or white stool.

Yellowish skin or eyes.

Any other unusual sign or symptom of illness.

#### Table of Excludable Communicable Diseases

A child who contracts any of the following diseases MAY NOT return to the school without a physician's note stating the child presents no risk to himself/herself or others:

*Respiratory Illness Gastrointestinal Illness  
Contact Illness*

*Chicken Pox\*\* Giardia Lambli\* Impetigo*

*German Measles Hepatitis A\* Lice*

*Hemophilus Influenzae\* Salmonella\* Scabies*

*Measles\* Shigella\**

*Meningococcal\**

*Mumps\**

*Strep Throat*

*Tuberculosis\**

*Whooping Cough\**

\*Reportable diseases that will be reported to the health department by the school.

KBPCS will work cooperatively with local, county, and state agencies, as appropriate, to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in the school.

Please Note: In all emergencies, the school has written parental permission to take reasonable measures as are, in the judgment of the Director or staff, necessary to the welfare and safety of the children.

### Prescription and Non-Prescription Drugs

Parents must have a Medical Authorization Form (signed by doctor and parent) on file. No medication may be administered by any member of the school staff at any time.

All medication must be left in the school office for safekeeping. Please do not send any medication for the student to take unsupervised nor in the child's back pack. No child is allowed to self-medicate.

Please note: Refunds are not given for children who cannot attend school due to illness.

### First Aid Emergencies

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that the emergency call number is current and updated in the office. We would encourage every parent to have at least two emergency numbers available.

#### The school office CANNOT:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, poison oak, etc.)
3. Treat pink-eye.
4. Administer any remedy or medication

5. Diagnose illness.

### Immunization

KBPCS is required by Florida law to obtain a copy of your child's birth certificate, as well as current childhood vaccine records, in order to assure that all students enrolled have proof of immunization against diphtheria, measles, mumps, poliomyelitis, rubella and tetanus.

The Florida Health Form (#3040) is obtained from your child's pediatrician or your health care agency. **State law requires that no student will attend the first day of class without an original well-baby checkup (#3040) and a record of vaccines (blue form)**

***These forms must be on file by the first day of school. In addition, if vaccine and health forms have expired, your child will not be able to return to school until all vaccines and health forms are up-to-date.***

### Lice Policy

Key Biscayne Presbyterian School has adopted a “no nit policy” which focuses on quick and thorough treatment of identified cases by giving proper information to the family. A “no nit policy” ensures there is no lice nor nits in the child's hair at any time. Two staff members, who are thoroughly trained to minimize misidentification, will be assigned to perform head checks three times a year. A child with live lice will be separated and a call to the parents for pick up will be made immediately. Parent notification and educational materials will be sent home. There are no refunds for dismissal for health reasons.

The rest of the school will be checked for head lice and notification will be sent home to all the parents in the child's classroom. The

child must be treated before they can return to school. The administration adopted a “one treatment and back to school” approach that has proven to be effective and minimizes loss of educational opportunities. Upon returning to school, the child will be checked for live lice and nits before the child will be allowed to attend class.

Scheduled Screen Dates: Notices of the screening will be sent home with children well in advance of the scheduled screening date. KBPCS recommends that parents pre-screen their children and treat if infestation is found.

KBPS will dispense informational and educational materials to parents and children on Lice and Nits.

The facility will be treated against infestation.

## Financial Policies

Tuition payments are paid by the 1st of the every month unless paying entire year in full.

**Tuition** may be paid by pre-authorized ACH or Credit Card debits.

**Full Payment Option** – tuition for the months of August through May is due August 1, 2016.

**A late fee of \$75.00 per child will be charged if payment is rejected, pending or not paid by the 7<sup>th</sup> of the month. No exceptions will be made.**

If your tuition balance falls after the 15<sup>th</sup> day, your child will be placed on the DNA List (**Do Not Admit**) and will not be able to attend school until payment is made in full.

If, for any reason, you are unable to make your tuition payment, please contact the school office.

Students whose accounts are more than thirty (30) days overdue will be suspended from school until payment is made. Accounts must be current in order to avoid suspension.

Monthly tuition is paid in full to ensure a place in class **regardless of illness or vacation travel**. If a student is withdrawn or dismissed once classes have begun, the parents or guardians are responsible to pay until the end of that months’ tuition.

A \$35.00 fee will be assessed for all returned checks.

End-of-the-year Report Cards and Achievement Test results will not be released to parents whose accounts are not paid in full.

Parents will not be allowed to re-register their children until debt is paid or a satisfactory arrangement is made with the school.

## Tuition Discounts

Discounts\* are given for siblings: 5% off the full tuition additional younger children. .\* School discount policies are reviewed annually and are subject to change.

**Active Church Members** receive a 5% discount on tuition. An Active Church Member is defined as a parent or family member who

- (a) participates in a new members class and agrees to become a formal KBPC member.
- (b) regularly attends worship services, and
- (c) actively serves the Lord in a specific church-related ministry (such as Mercy Ministry,

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\* All school discount policies are reviewed annually and are subject to change.

Children's ministry, Worship ministry, Missions, Habitat for Humanity, etc.) You will have an opportunity to select an area during the New Members class.

## Registration Requirements

1. The child must be the age of the class he or she is entering **by September 1st**.
2. Birth Certificate and Health records (using DCF Forms #3040 and #680, which you obtain from your child's pediatrician) must be presented at registration. Students without valid health and vaccine forms will not be able to attend class. All vaccine and health forms must be kept up-to-date in order for your child to remain in school. (Please refer to Immunization Policy for more information)
3. Parents are required, according to law, to read and sign the following:
  - a. Know Your Child's Day Care Center (DCF brochure).
  - b. Discipline Policy
  - c. Handbook Agreement
4. In addition, parents are required to sign for any and all Field Trip Permission Slips/Emergency Release form and Parent Handbook Parent Acknowledgement Form.
5. Non-refundable Registration, New Student Fee, and PTA Membership Fees must be paid to reserve a space for your child.

Upon enrollment, families are required to pay the first and last month's tuition.

6. If the child will not start in August for any reason or they need to leave the school in the middle of the year and the parent would like for KBPS to hold a spot for their child, **regular monthly tuition will be charge to hold the spot.**

## Permanent Withdrawal/Dismissal

If you are planning to withdraw your child, it is the responsibility of the parents, not the teachers, **to notify the office in writing thirty (30) days in advance** and fill out the appropriate "Withdrawal Form". Parents of students who are withdrawn once classes have begun are responsible to pay the full tuition for that month no matter at what time of the month the child is withdrawn.

Note: In all cases of withdrawn students, it is the responsibility of the parents to pay the tuition payment through the month of the withdrawal date

KBPS reserves the right to dismiss any child or recommending alternate placement, if, after entering, the child appears unready to participate in experiences for that age group.

Report cards will not be issued to any Kindergarten student whose account is not current. After prayerful consideration, a student may be dismissed from Key Biscayne Presbyterian School when he or she is found to be out of harmony with the regulations and policies of the school.

## Refunds

In general, tuition and fees, including "first and last month's tuition" are NOT REFUNDABLE. In the case where a parent has *prepaid* full tuition for the *full year* and must dis-enroll the child from the school for any reason, a *partial tuition refund* may be made ONLY for the non-attended whole school months, less any registration fees and a penalty equivalent to the full amount (9 months) of the discount. In 2017/2018, the early withdrawal penalties are:

- \$800 for Kindergarten,
- \$750 for PK 2 through 4, and
- \$700 for Toddler classes.

No pro-rata refund is made for partially unattended months.

Key Biscayne Presbyterian Church School – 2017-2018 Parent Handbook

KBPC School Staff Directory 2016-2017		
Class Group	Teacher	Assistant Teacher
Toddler Class	Cristina Steppe	
PreK 2 A	Jessica Pooley	Veronica Andrade
PreK 2 B	Claudia Del Aguila	Claudia Skiadas
PreK 3 A	Jeanneth Arias	Tonya Harbour
PreK 3 B	Liliana Skiadas	Silvana Silva
PreK 4 A	Soraya Diaz	Lucy Webb
PreK 4 B	Katie Marco	Sandra Nicholls
Kindergarten Teacher	Defne Timurkan	Martha Cadena
1 <sup>st</sup> Grade	Corey Gildersleeve	Martha Cadena
Environmental/Science	Fatima Yubero	
Sous Chef	Maria Laura Paz	
Art Teacher	Kim Rizio	
Music Teacher	Rhonda Kremer	
Nutrition Service	Frank Vasquez	
Bldg Maintenance	Frank Vasquez	

## Parent Acknowledgement

I have read Key Biscayne Presbyterian Church School's Parent Handbook for the 2017-2018 school year. I understand and agree to the policies as stated.

\_\_\_\_\_  
Child's First Name and Last Name      Classroom / Teacher's Name

\_\_\_\_\_  
2<sup>nd</sup> Child's First Name and Last Name      Classroom / Teacher's Name

\_\_\_\_\_  
3<sup>rd</sup> Child's First Name and Last Name      Classroom / Teacher's Name

\_\_\_\_\_  
Mother's Signature      Father's Signature

\_\_\_\_\_  
Mother's Printed Name      Father's Printed Name

\_\_\_\_\_  
Date

**Please return this signed form to the school office.**