



The Kipling School

Handbook 2017 - 2018

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Elementary Parent Handbook

Information, policies, and procedures contained in this handbook are subject to change at any time.

Philosophy

The Kipling School provides a loving environment in which each child can develop at his or her own pace. The staff considers what is developmentally appropriate at each age. We believe that children learn best by hands on activities. We provide carefully organized educational experiences with opportunities for creative expression, cooperative learning, and higher level thinking. There is also a focus on character development, physical development, reasoning, problem solving, and decision making. Students are encouraged to become leaders, by practicing communication and presentation skills.

Curriculum Goals

The most important goal of our curriculum is that each child feels successful while participating in all activities at TKS. Self-esteem fosters success.

The Kipling School's Kindergarten – 5th Grade curriculum is designed by our highly talented staff to be engaging while allowing your child to actively participate and apply his or her knowledge to real world enterprises. We challenge your child to build self-confidence, good citizenship, leadership and friendship.

As an elementary student, your child will be immersed in the core academics of language arts, math, science, and social studies. In addition, studies will include the arts, technology education, computers, library, and physical education. Science, Technology, Engineering, and Math (STEM) lessons are integrated into the curriculum. Furthermore, to ensure that your child achieves his or her potential, studies skills will be taught along with tutorials and enrichment classes.

Elementary students receive a quarterly report card. Report card dates are noted on the school calendar. Kindergarten and First grade report cards are developmental, while the second through fifth graders will earn letter grades based on percentages.

Part of our program is to conduct assessments to support children's learning, using a variety of methods, such as observations, checklists, rating scales, and individually administered evaluations. Assessments are a vital part of education. They are used to drive instruction in the classroom, improve teaching practices, and help us meet the needs and interests of children. All assessments are conducted by the teachers in the classroom to create a safe testing environment. Stanford 10 Standardized Assessments are given in April each year. These assessments are considered confidential documents, and the information is only shared with the teaching team, parents, and administrators to make academic decisions. Stanford assessments will be stored in the student files.

Conferences with the teacher are offered so that you may communicate information about your child and allow us to answer any questions you have about your child's development and future expectations. Please schedule conferences with the teachers by contacting the office for a date and time.

When a child leaves The Kipling School, we want them to leave with a love of learning and to be excited about entering their middle school years.

Enrollment

The Kipling School is open year-round, Monday through Friday, 7:30 a.m. to 6:00 p.m. Kindergarten through 5th grade hours are 8:00 a.m.-3:30 p.m.; before and after school care is available 7:00-7:30 a.m. and 3:30-6:00 p.m.

Children 5 to 12 years of age are eligible for enrollment. Enrollment is not restricted based on race, national origin, or culture. Prior to enrollment, students will be asked to spend time in an age appropriate classroom for approximately two hours while the teacher conducts an evaluation.

Enrollment Procedures

Parents are encouraged to tour the school and meet with an administrator to discuss space availability, student needs, policies, and questions.

Parents must submit all necessary enrollment forms completed in full before the child's first day in attendance. The following forms are **required by state law**:

- Admission Application
- Copy of Health Statement AND Immunization Records, signed & dated by doctor
- Hearing & Vision Screening results, signed and dated by screener
- Copy of Birth Certificate

These forms, along with the student's permanent records and grade reports, will remain confidential. Only program administrators, the child's classroom teacher, parents or legal guardians, and regulatory authorities will have access.

Parents will be notified in writing of all policy changes that occur during the school year. These notifications will be sent via e-mail.

Registration for Kindergarten through 5th Grade will be open from November 15 to February 15 of the prior school year for which a student is registering. A nonrefundable application fee of \$150.00 must be paid at the time of application. Your child will be placed on a waiting list according to his or her age, and The Kipling School will then schedule a time with each family to assess the prospective student.

Parents will be notified via E-mail by March 15 of the previous spring if their child has been accepted into The Kipling School's Elementary program. A \$1,000.00 nonrefundable confirmation payment will be due by February 15 to confirm the position.

All tuition installments paid are non-refundable. When annual tuition is paid in full and appropriate notice is given, refunds will be given only in the amount of the installments not yet due, less the discount for paying in full. Please refer to the Tuition Schedule for more details, which can be picked up in the front office.

Student Withdrawal

A written notice is **required** thirty days in advance if a child must be withdrawn from the program. Parents are financially responsible for all tuition and fees for the thirty days following the date of notice of withdrawal. All tuition installments paid are non-refundable. Parents that have paid tuition in full and provided appropriate notice will be refunded only in the amount of installments not yet due, less the discount for paying in full. No refunds or credits will be made in the event that the thirty-day notice of **intent to withdraw** has not been provided. The final payment must meet all financial obligations to date.

Children may be administratively withdrawn due to the failure of parents to meet financial arrangements including late charges, late pick up fees, or failure to follow policies and procedures as stipulated in the parent handbook. Readmission after withdrawal will require the full payment of any outstanding account

balances as well as the payment of all enrollment fees including registration fees.

Financial Arrangements

Tuition payments are to be made by personal or cashier's check, due in full, *on or before the 1st* of each month listed on the Tuition Schedule. A \$25.00 late fee will be charged when payment is not received by the 1st, with a \$10.00 late fee charged for each additional day after the 2nd until payment is received. Receipts will not be issued; instead your cancelled check or bank statement will serve as your receipt. Cash will not be accepted by The Kipling School as payment for any tuition or fees.

For families who wish to make electronic payments using The Kipling School's parent portal, electronic payments must be made no later than the 24th of the month prior. Late fees will apply for electronic payments made on the 25th or later.

Arrival, Departure, & Transportation

Required attendance at The Kipling School is from 8:00 a.m. until 3:30 p.m. Attendance will be taken at 8:10 a.m. daily.

Parents will drop off between 7:30 a.m. and 7:55 a.m. in the drive through lane. Students will remain in the cafeteria under staff supervision until the 7:55 when the teachers pick up students to take to class. Students arriving after 7:55 must be escorted into the building and signed in at the office. If a student arrives after the 8:10 attendance time, they will be marked tardy.

Students will be picked up in the drive through lane between 3:30-3:45 p.m. unless the child is enrolled in the Kipling After School Experiences (KASE) program. KASE will operate from 3:30 p.m. until 6:00 p.m. Parents of students who enrolled in the KASE program will need to park in the parent parking lot and come inside to sign their child out.

Only authorized individuals will be allowed to pick up a child. The Kipling School administration must be notified in writing of any individuals authorized to pick up. Authorized individuals must be able to provide a valid photo ID upon arrival.

There will be no school transportation or field trips, except in the case of an emergency.

Late Pick-Up Charges

There will be a late charge if your child has not been picked up within 5 minutes after closing. For the first 3 times, the charge is **\$1.00 for every minute** after 6:00 P.M. Following the third time, the charge is **\$3.00 per minute** after 6:00 P.M. You will need to sign a Late Pick-Up form at the time you pick up your child. Please call the office if you are going to be late, so we may reassure your child that you are coming. Please leave a message if there is no answer.

Credit for Absences

The Kipling School will not give tuition credits for absences due to illness or any other reason.

2017-2018 School Closings

September 4, 2017	Labor Day
November 20-24, 2017	Thanksgiving Holiday
December 21, 2017-January 3, 2018	Winter Break
January 15, 2018	MLK Day
March 12-16, 2018	Spring Break
March 30, 2018	Good Friday
May 26, 2018	Last Day of Elementary School
May 28, 2018	Memorial Day
July 4, 2018	Independence Day

Food

The Kipling School will provide one healthy snack per day at 9:00 a.m. Another snack will be provided at 3:45 p.m. for those students in the after school program. Hot lunches are also provided by our chef daily. Each snack and meal will be served with reduced fat milk. A copy of the menu will be emailed to parents every Friday.

Parents are allowed to bring a treat for the class on their child's birthday. Treats from home should be dropped off in the office in the morning and will be shared in the cafeteria after lunch. If you have a concern regarding this matter, please contact an administrator.

Items from Home

Please do not allow your child to bring toy weapons, jewelry, money, or electronic devices to school.

All toys should be left at home. Students may bring mobile phones, but they must remain off and stored in their backpacks during the school day. If a student's phone or other electronic device is out or causes a disruption during the day, it will be confiscated and turned in to the front office. Parents will be required to sign the device out in the front office at the end of the day when the student is picked up.

We cannot be held responsible for items brought to school, but we will try to help your child get home with it. Labeling everything with your child's first and last name is required and will help us return your child's belongings.

Clothing

Our activities include such things as painting, clay modeling and playing outdoors. All activities require comfortable, washable, "play" clothes. **Shoes should have non-slip soles and be completely closed, as Physical Education is taught every day.** This is very important for your child's safety. Since we go outside each day, please send a sweater or jacket in the winter, and sunhats and sun block in the summer. **These items need to be labeled with your child's first and last name.** Quite often your child will have a jacket just like another child's.

Change of Clothes

Little accidents happen. Children should be sent with a set of clothes to be kept in their backpacks. Please label the clothes and put them in a zip lock bag labeled with your child's first and last name.

Discipline

Discipline is essential to build character and leadership in our students. We will be using the Keystone Curriculum with K-5 students to teach social skills and good citizenship. We have adopted the HONOR matrix that helps define specific expectations school wide.

Kipling HONOR

H	Have 	
O	Ownership of Actions	
N	Be Neat	
O	Objects, Fingers, and Feet to yourself	“OFF”
R	Responsible and Ready	

Our purpose for all discipline with your children is to help them learn self-control and be socially responsible by being kind, courteous, and safe at all times. We will try to redirect their actions to more appropriate behavior. Choices will be given. If all efforts fail, we will use a time-out from activities until the child feels able to control himself and rejoin the group.

At no time should a child be physically punished, threatened or intimidated. We rely on techniques of redirecting attention to constructive behaviors, compromising differences, and encouraging children to seek alternatives within the boundaries of their abilities.

Our discipline and guidance policy is as follows: discipline will be individualized and consistent for each child, appropriate to the child’s level of understanding and directed toward teaching the child acceptable behavior and self-control.

Teachers should only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following: using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations

daily by using clear, positive statements; redirecting behavior using positive statements; and using brief supervised separation time out from the group.

There should be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited: corporal punishment or threats of corporal punishment; punishment associated with food or toileting; pinching, shaking, or biting a child; hitting a child with a hand or instrument; putting anything in or on a child's mouth; humiliating, ridiculing, rejecting, or yelling at a child; subjecting a child to harsh, abusive, or profane language; placing a child in a locked or dark room, bathroom, or closet with the door closed; and requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

For children with persistent or challenging behavior teachers, families, and professionals will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Dismissal/Expulsion Policy

Unfortunately we must include a dismissal/expulsion policy. This will be referred to primarily in the event of dangerous or other behavior issues that cause harm to other students or teachers.

Hitting teachers or students, spitting on teachers or students, screaming, cursing, etc. will not be tolerated. Unacceptable behavior from parents will also not be tolerated. We have truly wonderful families and employees at this school, and we will not tolerate rude or inappropriate behavior toward any of them. This includes other children, parents, teachers, and staff. Please know that every effort will be made on our part to correct the issue before it gets to this. The safety and wellbeing of each child is of the utmost importance to us.

Parent Involvement

Parents are welcome at The Kipling School any time. We believe that parents are a child's most important teacher. We would like to work with you in making your child's school experience the best it can be! If visiting the classroom during instructional time, please set up an appointment with the office.

Parents will be kept informed through notes, E-mails, Praxi text messages, or calls from the administrators, teachers, newsletters, and bulletin board postings. Parent conferences may be requested after each grading period, in order to discuss your child's growth and development. Parenting is not an easy job; therefore we will offer parenting support through parent training sessions, referrals, and even a listening ear. Let us know how we can help. Remember your input is always appreciated.

Policies and Procedures for Parents

1. Parents are welcome to make an appointment to review and discuss with an administrator any questions or concerns about the policies and procedures of the elementary school in person or by phone at 713.880.3318.
2. Parents are also welcome at any time during school hours to observe their child in class with prior approval from an administrator. Scheduled observations must be limited to 30 minutes due to the fact that your presence in the classroom may interrupt instruction.
3. Parents are encouraged to participate in The Kipling School's operation and activities by contacting an administrator in person, by phone, or e-mail.

Safety

Keeping children safe is a top priority for The Kipling School, so there are a few rules we ask parents to follow to ensure this priority is met.

Parents must be extra cautious when using the drive-thru lane. *The speed limit is firmly set at 5 miles per hour.* Be alert, especially at the crosswalk where families may be crossing at any time. Cell phones must *never* be used.

In the parking lot, it is important to be highly alert at all times. Always drive slowly (*no more than 5 MPH*) when entering and exiting the parking lot, and *never* use cell phones. Parents must also be sure to have a firm hold on each child before exiting the building.

Cell phone use is prohibited at all times, whether parked or using the drive-thru lane.

Medication

If at all possible, parents should schedule times for administering medication to their child while the child is at home. If this is not possible, a Medication Authorization form must be filled out and signed before any medication will be administered at school. All medications must be clearly marked with your child's full name and must be in the original container with the original label. Medication of any kind must be checked in at the office and is not to be left in the child's cubby, backpack or lunch box. Medicine cannot be left at the school longer than the date indicated on the Medication Authorization form and will not be stored overnight. Medicine left with no authorization will be returned to you.

- **Medication must be in original package and labeled for the child. Label directions will be followed (not parent directions), documented and witnessed.**
- **If label directions recommend to ask a doctor, TKS must have a doctor's note on file to administer the medication. It must include specific dosage information and instructions to give the medication to the child.**
- **Even something as simple as a homeopathic medicine or a throat lozenge will be treated in this manner and must be kept in the office.**
- **Classroom teachers must be made aware of any medications to be administered at school and times to be given.**

Emergency/Accidents

In the case of a small accident (scraped knees, etc.) the staff will clean the injured area and apply a bandage when necessary. If the injury is a bump, an ice pack will be applied. In the case of accidental injury we make an immediate attempt to contact either parent. If the parent cannot be reached, we will call the child's physician and other emergency contact numbers. If the injury is serious we will call for a paramedic immediately. The child's physician and/or ambulance paramedic will make the decision for treatment. Since emergency situations cannot be foreseen, it is imperative that the office be informed of any telephone number changes or a change in your emergency contacts.

Emergency Closings

In the event of inclement weather or in other emergencies in which H.I.S.D. is closed, The Kipling School will most likely also close depending on staffing. In the event that The Kipling School closes or an evacuation becomes necessary, a notice of our whereabouts will be posted on the entrance doors and/or there will be a message on our answering machine. An e-mail and Praxi text message will also be sent

out. Fire drills are practiced monthly, and severe weather drills are practiced quarterly during the school year. H.I.S.D. reports on school closings etc. may be obtained by listening to the radio or local television stations.

Reporting of Suspected Child Abuse and Neglect

The Kipling School employees have a responsibility to report any suspicion they may have regarding the abuse or neglect of a child. Failure to report suspected abuse or neglect to the proper authorities is a misdemeanor; staff can be subject to criminal penalties or civil litigation for not reporting. Therefore, staff will report instances of suspected abuse or neglect to a school administrator, the owner, and the Texas DFPS Child Protective Services Division. We are legally obligated to comply with these guidelines. Child Abuse can be reported to the Texas Child Abuse Hotline number at 800.252.5400.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a school is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. The Kipling School is a GANG FREE ZONE.

Health of Children

Your child's health is very important to all of us. Upon enrollment you must file with us a health form **signed by a physician**, which states that your child is free from infectious disease and physically able to participate in a school program. This form must be signed and updated yearly. We also require that all children enrolled have certain standard immunizations and that these records **be kept current after each new immunization**. Children will not be allowed in school if any symptoms of illness are apparent. In such cases, your child will be immediately isolated from other children and you will be contacted. It is very important that you pick up your child as soon as possible or make arrangements for your child to be picked up. Children showing signs of illness must be picked up within 30 minutes of notification.

Your child will be excluded from attendance for any of the following:

1. Temperature: No child will be allowed in attendance whose fever exceeds 100 degrees as specified by the Texas Department of Health. We will not administer medication to lower a child's temperature (ex. Tylenol or aspirin) in order to allow a child to remain in attendance. If your child has a history of possible convulsions caused by a high temperature or sudden temperature change, you may leave medication with the appropriate instructions from your child's physician on an as-needed basis. This medication will be administered to lower the temperature immediately while you are in route to pick up your child.

2. Colds and Runny Noses: Runny noses and colds spread easily and quickly in schools. If the nasal discharge is clear it may be allergy based and non-infectious. If the discharge is yellowish green, then your child should be seen by his physician. Before your child returns to school we must be assured that your child's condition is being treated with medication or that the condition is not contagious.

3. Diarrhea: Children will be excluded from attendance if this appears to be caused by a viral infection. This infection will show up as loose, watery stools (4-6 per day) combined with mucus or blood flecks. As long as the diarrhea does not appear to be viral the child will not be excluded.

4. Vomiting: All children will be excluded from attendance for at least 24 hours after vomiting ceases

and no fever exists. Temperature does not need to be present for a child to be excluded.

5. Ear infections: If there is no fever present and the child is currently being treated the child will not be excluded from attendance.

6. Chicken Pox: The child will be excluded from attendance until all blisters have crusted over and no fever exists. The sores don't have to be gone, but all blisters have to be crusted over. TKS suggests a one-week minimum absence from classes to ensure your child is no longer contagious.

7. Impetigo: This is highly contagious and spreads rapidly. It appears as blisters on the skin that open and become covered with a yellowish crust. Even if no fever exists, the child must be excluded from attendance until treatment is begun. All sores must be covered.

8. Conjunctivitis (Pink Eye): Symptoms include red eyes, usually with some discharge or crust on the eyelids. The child must be excluded from attendance and can only return when the child's physician has said the child is no longer contagious. The condition is highly contagious and will spread rapidly among children as well as adults.

9. Strep Throat: The child must be excluded from attendance until 24 hours after antibiotic is begun and no fever is present.

10. Head Lice: The child will be excluded from attendance and may only return after a minimum of 24 hours, with a note from a lice treatment professional or physician stating the child has been seen and all nits have been removed. All clothing and belongings must be washed in hot water prior to return.

11. Other Communicable Diseases (Mumps, Measles, Etc.): The child will be excluded from attendance and may only return with a doctor's authorization. Any child lacking a regularly scheduled vaccine for a communicable disease will also be excluded from the school at this time.

Please do not bring sick children in with you when picking up your TKS student. If you need assistance, please call the office.

Screening

Hearing and vision screening is **required by state law** for all first time entrants, (age four and older) and all four year old children as of September 1st of the school year. If you do not have your 4-year-old screened, you must supply the office with documentation that the screening will be done within 120 days of enrollment.

Health of Staff

Staff members are not required by our center to receive the same standard immunizations as students; however, staff are required to follow same sick policies listed above to help ensure that students are not exposed to communicable diseases.

Accreditation

What is a high quality school program?

A high quality school program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

In our school you will see:

- frequent, positive, warm interactions among adults and children
- planned learning activities appropriate to children's age and development
- specially trained teachers
- enough adults to respond to individual children
- many varied age appropriate materials
- nutritious snacks
- a healthy and safe environment for children
- regular communication with parents who are welcome as visitors at all times
- ongoing systematic evaluation

Quality Survey

We are committed to providing you a **quality** educational facility in which your child can learn and develop. We care about how well we are doing and welcome your input as a team member. We conduct a parent survey each year to solicit your input and provide an opportunity for you to rate the success of our efforts. However, please feel free to come and discuss your concerns and provide suggestions at any time throughout the year. We will send out a formal survey in March of every year.

You will be asked to rate The Kipling School in the following categories:

- Facility
- Curriculum
- Staff
- Community Involvement
- Communication
- Business Practices
- Child Safety
- Parent Events/Involvement