



# Kenston Forest School

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## General Handbook

### Early Learning Center

Academic Year 2009-2010

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Dear Families,

Our teachers and I would like to welcome you and your child to the Kenston Forest Early Learning Program. We are delighted to serve you and your family.

This handbook has been prepared to acquaint you with the policies we have adopted for the well being of the children in our care. Enclosed you will find information that will help ease your transition into our facility. We urge you to acquaint yourself with our philosophy and our operating policies. Our goal is to be the most highly regarded early learning program a family can find.

We are proud and pleased to be serving you and your family.

Sincerely,

The Director and Staff

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## Kenston Forest School General Handbook – Early Learning Center Academic Year 2009-2010

**1. OVERVIEW.** Kenston Forest School and the Kenston Forest Early Learning Center are non-profit organizations owned and operated by the Lunenburg-Nottoway Educational Foundation in Blackstone, Virginia. The Preschool and the Extended Care Programs are licensed by the Commonwealth of Virginia Department of Social Services. The center is regularly inspected by required state safety and health agencies.

**2. PHILOSOPHY.** Early childhood is the most critical period in human growth and development, for it is the period when the foundation for learning is laid. During these early years, learning experiences for children must be diverse, creative, and carefully planned based on sound principles of child development. In keeping with this philosophy, the Center provides an environment where children can:

**2.1. Grow and develop at their own rates.** No two children develop in the same way, at the same time, or in the same sequence. Children need to be with teachers who understand their individual developmental needs and who will provide challenging and supportive experiences.

**2.2. Develop a positive self-image.** A positive self-image enables a child to participate easily and successfully in a learning environment and provides a framework for personal development that continues throughout the child's lifetime.

**2.3. Learn to handle their emotions in an appropriate way.** Young children have strong feelings which often confuse them and are often beyond their control. Children need help in learning to understand, identify, express, and manage their emotions in appropriate ways.

**2.4. Act on their environment.** Children need to explore, question, practice, and pretend in order to discover the world around them. Play is the work of childhood. The learning process is life-long, and it begins best when children can choose a variety of activities that challenge and interest them within a safe environment.

**2.5. Develop a sense of personal responsibility.** When children are given the opportunity to make choices and solve problems, they grow in knowledge of how the world operates and how they can function in it. Within a secure environment, children learn that their actions and behaviors have consequences for themselves and those around them.

**2.6. Learn to trust and care about those around them.** Children need loving attention. They need to be with caring teachers who are consistent in how they react to a child's behavior. Through these relationships, children develop the ability to give and receive affection and understanding, while learning to trust themselves and those



around them. (Extracted from the First Atlanta Learning Center Handbook, First Atlanta Corporation, Atlanta, Georgia, adopted by Kenston Forest Early Learning Pre-K and Extended Care Program.)

**3. NON-DISCRIMINATION.** Kenston Forest Early Learning Program admits children of any race, religion, color, national and ethnic origin and entitles them to all the rights, privileges, programs and activities made available to students at the school. The school does not discriminate within the administration of educational policies, enrollment policies, financial plan or any other school-administered program. A multi-cultural, anti-biased curriculum is offered.

**4. HOURS OF OPERATION.** The center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. No child will be admitted to the Center before the 7:00 a.m. opening time. Pre-K 3, Pre-K 4 and the Extended Care Programs are conducted on the Kenston Forest School (K-12) calendar (available on the Kenston website, [www.kenston.org](http://www.kenston.org)).

**5. INCLEMENT WEATHER.** The Early Learning Center and Extended Care Programs will be closed when inclement weather results in the closing of Kenston Forest School.

5.1. In case of severe weather, closings and delayed openings will be announced on Richmond television news channels 6, 8 and 12. Closings and delayed openings will also be on Crewe, Blackstone, and South Hill radio stations. The ELC announcement will be with the Kenston Forest School announcement. In addition, closings and delayed openings will also be announced via Kenston Forest Instant Alert System.

5.2. If Kenston Forest should close early due to inclement weather or any other unexpected event, all Early Learning students who ride the bus home will be put on the bus UNLESS other arrangements are provided on the Enrollment Information Form. Children who are not bus riders must be picked up within one half hour after the early dismissal.

**6. ADMISSION & ENROLLMENT.** A child's birth certificate must be shown at the time of registration. To enroll a child in the Kenston Early Learning Pre-K 3, Pre-K 4, and/or Extended Care Programs, the following forms must be completed and/or provided prior to placement:

- ✓ Application Form and application fee.
- ✓ Commonwealth of Virginia School Entrance Health Form.
- ✓ signed Handbook Agreement Form.
- ✓ completed Enrollment Agreement.
- ✓ completed Enrollment Information Form.
- ✓ if applicable, completed Kenston Forest Pre-K Bus Forms.
- ✓ completed Family Information Form.
- ✓ if applicable, copies of custody agreements.

**7. CHILDREN WITH SPECIAL NEEDS.** Children with special needs are welcome depending on the extent of the school's available resources. A meeting with the Director will be



scheduled to discuss the possibilities for enrollment utilizing the evaluations and recommendations of physicians, educators, and/or therapists.

7.1. The Early Learning Program state licensing standards do not permit the Early Learning Center to accept children who are not potty-trained or under 2 ½ years old

**8. RATES, PAYMENTS, OTHER FEES & WRITTEN NOTICE.** All new students are charged a \$100 non-refundable fee as part of the application process. Please refer to the following table for the *School Year, 2009-2010 (August 19 – May 27)*:

PROGRAM			TUITION OPTION A (Reflects 5% discount)	TUITION OPTION B	TUITION OPTION C
LEVEL	OPTION	DAYS / WEEK	FULL PAYMENT by Aug 3, 2009	FULL PAYMENT after Aug 3, 2009	EACH INSTALLMENT (10 Equal Installments)
Pre-K3	Half Day (8:30am – 12:00pm)	3 days	\$1,900.00	\$2000.00	\$200.00
Pre-K3	Half Day (8:30am – 12:00pm)	5 days	\$2,945.00	\$3100.00	\$310.00
Pre-K3	School Day (8:30am – 3:00pm)	3 days	\$2,327.50	\$2450.00	\$245.00
Pre-K3	School Day (8:30am – 3:00pm)	5 days	\$3,657.50	\$3850.00	\$385.00
Pre-K3	Extended Day (7:00am – 6:00pm)	3 days	\$2,850.00	\$3000.00	\$300.00
Pre-K3	Extended Day (7:00am – 6:00pm)	5 days	\$4,512.50	\$4750.00	\$475.00
Pre-K4	Half Day (8:30am – 12:00pm)	5 days	\$2,945.00	\$3100.00	\$310.00
Pre-K4	School Day (8:30am – 3:00pm)	5 days	\$3,657.50	\$3850.00	\$385.00
Pre-K4	Extended Day (7:00am – 6:00pm)	5 days	\$4,512.50	\$4750.00	\$475.00

**8.1. Days and Hours of Operation.** Pre-K 3 (3 year olds) and Pre-K 4 (4 year olds) are formal programs offered at the Early Learning Center (ELC) and are conducted on the Kenston Forest School (K-12) calendar and schedule, Aug 19, 2009 through May 27, 2010.

8.1.1. When Kenston Forest School starts the school day late for inclement weather, the Pre-K program also starts late. For example, if Kenston Forest School starts 2 hours later than normal, the Extended Day program starts 2 hours later than normal (9:00 a.m. instead of 7:00 a.m.). When Kenston Forest School ends the school day early (e.g., for semester exams), the Extended Day program continues as normal, with no increase in the contracted fee. (EXCEPTION: When Kenston Forest School closes early on the final school day prior to the Christmas Break and Spring Break, no Extended Day service is available after school.)



**8.2. Tuition and Fees.** Tuition can be paid in one advance payment on/prior to Aug 3, 2009 (Option A), reflecting a 5% discount. Tuition can be paid in one advance payment after Aug 3, 2009 (Option B), which does not qualify for that discount. Tuition can be paid in ten equal monthly installments (Option C). ***These installments are each one-tenth (1/10) of the annual tuition, and do not change based on instructional/care days vs. holidays during a given month.*** The first installment is due Aug 3, 2009. After the first installment, each of the remaining installments in Option C is due the first contracted program day of the month. In addition to tuition, each student is assessed a resource fee of \$75.00.

8.2.1. Late installments incur a \$25 late fee. If the installment is not paid by the 3<sup>rd</sup> contracted day of the month, service will be suspended until payment is made. Tuition rates shown reflect a “discount for cash (check)”. Payments may be made via credit card, but do not qualify for these discounted rates.

8.2.2. If a special situation arises requiring instruction/care beyond the schedule of the contracted program, a parent can request additional instruction/care which may be provided for an additional fee. Payment for these non-routine sessions is due in advance, preferably with the installment payment made at the beginning of the month in which this additional instruction/care is needed. Requests for instruction/care outside the normal contract must be made with sufficient advance notice.

- ✓ Half Day (8:30am – 12:00pm): \$20 per session
- ✓ School Day (8:30 am – 3:00 pm): \$25 per session
- ✓ Full Day (7:00 am – 6:00 pm): \$30 per session
- ✓ Before School (7:00– 8:15 am): \$ 5 per session
- ✓ After School (3:00 – 6:00 pm): \$10 per session

8.2.3. If a child starts a program after the first day of the school year, tuition will be pro-rated for the number of days left in the school year. For example, if a student begins on day 30 of the 180-day school calendar, 150 days remain; tuition will be 150/180 (5/6ths) of the standard tuition for the year. Full tuition payment is not eligible for the 5% discount after Aug 3, 2009. Total tuition may be broken into equal payments due the first contracted program day of each calendar month remaining in the school year. Resource fees are not pro-rated.

8.2.4. Pre-K3 program days per week can be *increased* (from 3 to 5 days) if space is available. Pre-K3/ Pre-K4 program options (hours) can be increased (from Half-Day to School Day/ Extended Day or from School Day to Extended Day). For these increases, the appropriate increased rate will apply. These program changes (increases) to the contracted days and/ or times shall be initialed and dated in Section 2 of the Enrollment Agreement by the Responsible Party and by an ELC administrator. If a field trip or special event (e.g., holiday party) falls on a day that is not a contracted day, the Responsible Party may pay for an additional day or exchange a contracted day for the day of the field trip or special event. Other “swapping” of contracted program days for other days of the week in 3-day



programs is not allowed. Missing a contract day does not entitle a child to a free additional non-contract day.

8.2.5. If a *reduction* in service is desired after a program is contracted (such as a 5-day per week Pre-K3 program that is decreased to a 3-day per week program, or Pre-K3/Pre-K4 program hours that are decreased from School Day to Half Day or from Extended Day to School Day), a penalty is incurred. If the request for the program reduction is made prior to the 15<sup>th</sup> of the month, the Responsible Party continues to pay the original (higher) program tuition for the balance of that month. If the request for the program reduction is made on the 15<sup>th</sup> of the month or later, the Responsible Party pays the original (higher) program tuition for the balance of that month AND continues to pay that higher rate for the first half of the next month.

**8.3. Withdrawal from Program.** To withdraw a child from his/ her contracted program, the Responsible Party must provide the ELC written notice at least 10 calendar days prior to the withdrawal/ final session. Without this notice, the ELC will assume the contract remains intact, and the Responsible Party will be billed accordingly.

8.3.1. If a child is withdrawn prior to the 15<sup>th</sup> of the month, the Responsible Party forfeits tuition for the balance of that month. If a child is withdrawn on the 15<sup>th</sup> of the month or later, the Responsible Party forfeits tuition for the balance of that month AND is assessed an additional fee equal to one-half of a monthly tuition installment. Remaining prepaid tuition is eligible for reimbursement. Refunds made are issued to the parent/guardian shown in Section 3.

**8.4. Transportation and Pick-Ups.** Parents are encouraged to drive their Pre-K Program students to school. At no additional charge, Pre-K Program students may use Kenston Forest School bus service for transportation to/ from school on a regularly scheduled bus route for standard Kenston Forest School operating hours (not Extended Day). Bus routes will not be extended for pickup of a Pre-K Program student in outlying areas if that pickup would require any student on that route to embark before 7:00 am.

8.4.1. (N/A for bus riding students) Students must be picked up on time. Late pick-ups will be assessed a fee of \$1.00 per minute beyond the school day contracted time, and \$2.00 a minute after 6:00 pm for Extended Day. Late pick-up fees are due the next day the child receives instruction.

**8.5. Court Fees.** Should it become necessary to go to court over non-payment of fees owed, court and attorney fees will be added to the parent's bill.

**8.6. Insurance.** Kenston Forest Early Learning Center carries accident insurance to supplement parents' insurance in case of injuries. Participation in this plan is mandatory, and the cost is included in the resource fee.



**8.7. Field Trips.** It is the parents' responsibility to cover the cost of field trips for their children.

**8.8. Returned Checks.** A charge of \$25.00 will be assessed for any returned checks plus an additional late fee of \$5.00 per day until payment is made.

**9. DAILY SCHEDULE.** A daily schedule is posted in each classroom by the teacher, along with specific daily lesson plans outlining the week. The schedule includes:

- ✓ Transition from home to school
- ✓ Snack
- ✓ Circle Time
- ✓ Center/Instructional Time
- ✓ Large Group/Small Group Table Time
- ✓ Lunch
- ✓ Outside Recess (weather permitting)
- ✓ Rest/Quiet Time
- ✓ Snack
- ✓ Afternoon Circle Time
- ✓ Story time

**10. PROGRAM CURRICULUM.** The whole language classroom is a managed classroom that provides a natural learning environment based on the individual needs of each student. It is an environment that fosters social growth through cooperative learning and helps children develop their learning strategies and become aware of them. Each Age-Appropriate Curriculum Includes:

- ✓ Sharing time
- ✓ Weekly themes
- ✓ Pre-Writing skills
- ✓ Pre-Reading skills
- ✓ Pre-math concepts
- ✓ Language development skills
- ✓ A classroom environment with functional print everywhere
- ✓ Ample time for teachers to read books and other printed material to children
- ✓ Open-ended bulletin boards where children may post materials
- ✓ A classroom library with a variety of books
- ✓ Children's art projects displayed throughout the center
- ✓ Centers where children are allowed/encouraged to play independently
- ✓ Many other learning opportunities, including art and music instruction

**11. COMMUNICATION.** Effective communication is essential to a productive learning environment, and the ELC utilizes a variety of tools to that end.

**11.1. Instant Alert System.** This robust, computer-based system connects the school and parents with instant communication. This automated communications system will keep parents informed much more rapidly and efficiently while reducing paper,



postage, and telephone costs. Parents can customize how they want to receive messages (e.g., phone, e-mail, etc.). More information on this program can be found on the school website [www.kenston.org](http://www.kenston.org).

**11.2. E-Mail.** Computer e-mail is an efficient tool for communication between parents and the school. E-mail provides a record of the communication, and does not interrupt parent or teacher schedules. The e-mail addresses of all faculty members can be found on the school website [www.kenston.org](http://www.kenston.org).

**11.3. Folders.** On a daily basis, communication journals/folders are used to keep parents and teachers informed of student activities and issues.

**11.4. Semi-Annual Evaluations.** The teacher will evaluate each child two times during the school year. Parent teacher conferences are scheduled following each evaluation. If at any time parents have a concern, they are free to contact their child's teacher.

**12. BEHAVIOR MANAGEMENT & DISCIPLINE POLICY.** There will be no physical punishment or disciplinary action administered to the body as defined in Section 6-62-6-70 inclusive of the Virginia Minimum Standards for Licensed Child Care Centers. When a child is having a difficult time following directions or is treating others or equipment with disrespect, developmentally appropriate guidance techniques are used. These techniques include:

12.1. Positive Reinforcement: The child will be encouraged when he/she is demonstrating acceptable behavior.

12.2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

12.3. "When... Then" Statements: A statement in which the child is encouraged to accomplish something before going on to something else. Sample: "When you finish picking up the blocks, then you can go outside."

12.4. "If... Then" Statements: A statement in which the child is encouraged to make a positive choice. Sample: "If you pick up the blocks, then you can go to the Dramatic Play area."

12.5. Time Out: The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again. This technique will not exceed 1 minute per year of age. **Time Out is not used as a form of punishment. It gives the child an opportunity to calm down before coming back to the group.**



**13. DISMISSAL.** Significant behavior issues may require a child to be dismissed from the classroom.

13.1. If a serious situation occurs with a child, the parent will be called to pick up the child immediately. Before the child can return to his/her class, a conference between the parent and the Administration is required.

13.2. If a second offense occurs, the parent will again be called to pick up the child and the child will be suspended for a minimum of three school days.

13.3. A third offense will result in the child being dismissed from the program.

13.4. If the circumstances are such that the safety or welfare of one or more children or staff members is jeopardized by the overly disruptive behavior of any child, the Administration has the authority to forego the suspension process and dismiss a child immediately.

**14. PARENT PARTICIPATION & PARTIES.** Kenston Forest Early Learning Center loves parent participation! Parents are encouraged to volunteer and participate at any time. Parental involvement contributes to the well-being and quality of the program, and a parent's presence at birthdays, on field trips, and at other celebrations benefits the child.

14.1. **Parties at school.** Food for birthdays or other special celebrations to be shared with all the children in any child's class may be brought in, but such food must be prepackaged or in store-sealed containers (e.g., a birthday cake from Food Lion).

14.2. **Parties away from school.** Sometimes, a student may desire to host a private birthday party or other social activity off-campus. Unless all students (both boys and girls) in a class are invited, students must not offer written or verbal invitations at school. Such non-inclusive invitations have no place at school.

**15. MEALS AND SNACKS.** Since food and nutrition are important components of a child's development, Kenston Forest Early Learning Program emphasizes good eating habits. Children are encouraged to try all foods.

15.1. All food and beverages are provided by the center. Food should not be brought from home.

15.2. A lunch menu and a snack menu are published monthly. Monthly menus and snack lists will be posted on the webpage, in the reception area, or placed in a child's folder upon request.

15.3. Well-balanced mid-morning and mid-afternoon snacks will be provided.

15.4. If a child cannot eat certain foods due to allergies, religious reasons, etc., the school will make an effort to furnish alternate foods. If a medical condition requires a



special diet, a letter from the child's doctor outlining any substitutions must be furnished and will be kept in the child's file.

## 16. HEALTH AND SAFETY PRACTICES.

**16.1. Signing In and Out.** Children may not be dropped off by themselves outside the building or at the front door. They must be escorted to their classroom by a parent/authorized person, who is required to complete the Sign In/Out record with signature and time. This form is kept by the door of each classroom. Children will not be permitted to sign themselves in and out.

16.1.1. Children will NOT be released to anyone except those persons authorized on the enrollment form to pick up the child. Identification will be required of those authorized persons who are unfamiliar to the staff. In the event it is necessary for one of these listed, authorized adults to pick up a child, advance permission from the parent to the administration is required.

16.1.2. Licensing prohibits a childcare provider from releasing children to a parent or any other person who is clearly under the influence of alcohol or other drugs.

16.1.3. If a child is not picked up within one half hour after the scheduled pickup time, staff members will notify the program Director and/or the Kenston Forest Headmaster. Every effort will be made by the staff and administration to contact the parent or emergency contact person. If contact is unsuccessful and the child has not been picked up within one hour after the scheduled pickup time, appropriate authorities will be notified.

**16.2. Hand Washing.** Staff and children wash hands before and after snack or lunch, bathroom use, and nose blowing or nose wiping. Staff gives additional attention to washing their hands when helping a sick child.

**16.3. Toys and Equipment.** Toys will be sterilized as needed with a mild bleach solution.

**16.4. Playground Safety Plan.** A daily survey of the playground is conducted before children are permitted to play. The equipment is inspected regularly to ensure there are no loose bolts, protruding edges or sharp corners. Pea gravel provides safety zone cushions around equipment. Staff monitoring helps to ensure children's safety. The Early Learning Program policy requires constant supervision with ongoing scrutiny of groups at play. All activities are within sight and sound of staff.

**16.5. Fire and Tornado Drills.** Fire drills are conducted monthly. Tornado drills are conducted once each fall and spring. Fire evacuation plans and tornado instructions are posted conspicuously throughout the building.



**16.6. Actual Fire/Tornado/Natural Disasters.** In the event of a fire, tornado, or other natural disaster, the staff and students will remain on the premises if possible. In the event an evacuation from the grounds is necessary, parents will be contacted as soon as it is safe to do so.

**16.7. First Aid Training.** All staff members are required to maintain a current CPR and First Aid certificate.

**16.8. Accidents and Injuries.** First Aid will be administered to a child needing care. The center will notify parents immediately in the event of a serious accident or injury. The center will inform parents of a minor accident or injury at the end of the day. An Accident/Injury report will be given to the parents. Parents will sign the original form; a copy will be placed in child's file, and another copy will be placed in the Incident File. Serious accidents will be reported to Licensing.

**16.9. Medical Emergencies.** In the event of a medical emergency, 911 will be called immediately. The parents will then be contacted. If the parent cannot be reached, the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention should be required, the ELC will use the closest emergency medical facility.

**16.10. Other Emergencies.** The ELC utilizes an Emergency Preparedness Handbook for other emergency situations.

**16.11. Illness Screening.** Children will be visually screened for symptoms of illness as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

**16.12. Illness Symptoms for Exclusion.** Children exhibiting the following symptoms are excluded from the classroom.

16.12.1. Fever of 100 degrees F or higher. (According to Health Department Standards, children can return to school only **if and when temperature has been less than 99.4 or 24 hours have passed without fever or fever reducing medicine**)

16.12.2. Diarrhea (two or more watery stools within 24 hours).

16.12.3. Vomiting on two or more occasions during the past 24 hours.

16.12.4. An oozing rash.

16.12.5. Eye discharge or Pinkeye (Must have been treated for 48 hours before return to school).



16.12.6. Lice or Nits. A child may return to school once a parent has provided proof of treatment **and** a doctor's clearance for re-admission.

16.12.7. Any Communicable Disease (Parents must provide proof of treatment and a doctor's clearance for re-admission)

16.12.8. Fatigue or illness that prevents participation in normal activities

16.13. **Non-Admittance.** A child will not be allowed to attend preschool if he/she exhibits any symptoms for exclusion within a 24-hour period prior to child's returning to school. If a child is unable to participate in the normal activities of the daily schedule, then the child must stay home.

16.14. **Staff Illness.** Staff members who display signs of infectious illness will not be allowed to be in attendance. In that event, they will be replaced by a qualified substitute until their return.

16.15. **Communicable Diseases.** The ELC is required to report communicable diseases to the parents on a posted notification sheet. The parent agrees to notify the ELC within 24 hours or the next business day should the child or any member of the immediate household develop any reportable communicable disease, as defined by the Virginia State Board of Health (except for life-threatening diseases, which must be reported immediately). "Communicable disease" means a disease that can be transmitted from person to person via an infected body fluid or respiratory spray, with or without an intermediary agent such as a louse, mosquito, or environmental object such as a table surface.

16.16. **Medications.** Medication may be administered under the following conditions.

16.16.1. **Consent.** Parental written consent is required to administer ANY medication on the "Written Medication Consent Form." Only those staff members who are MAT (Medication Administration Training) certified are permitted to administer any type of medication, both prescription and non-prescription

16.16.2. **Prescription Medication.** All prescription medication must be in its original container. The container must be properly labeled with medication name, child's name, date prescription was filled, expiration date and legible instructions for administration, such as manufacturer's instructions or prescription label. A clearly labeled measuring device to permit proper dosing must be provided.

16.16.3. **Non-Prescription Medication.** Certain non-prescription medications (e.g., non-aspirin analgesics, decongestants, sunscreen) can be given with written consent only as to the dose, duration, and method as specified on the manufacturer's label for the age or weight of the child. A clearly labeled measuring device to permit proper dosing must be provided. **NOTE:** If the medication instructions direct



consulting with a physician prior to administering to young children, authorization from a physician is required.

**16.16.4. Unused Medication.** Unused medication will be returned to the parent.

**16.17. Reporting Child Abuse.** Virginia Law mandates that childcare facilities are required to report immediately to the Protective Services Division of the Department of Social Services any suspected child abuse, neglect, or exploitation. The ELC is not obligated to inform parents of this report.

**17. FIELD TRIPS.** In order to enrich the educational experience, field trips are scheduled throughout the year. These trips give children access to a variety of opportunities to explore and learn from outside their daily school environment. As part of the curriculum, a field trip takes the place of the particular day's program activities. For the field trip day, the standard "school day" program will not be available for any child unable to participate in the field trip.

17.1. Kenston Forest School buses will transport children on field trips.

17.2. Written parental authorization (included on the Enrollment Information Form) is required before a child is permitted to attend field trips.

17.3. The staff-to-child ratios will be maintained at all times on field trips.

17.4. The center will make provisions for providing adequate food and water for children on field trips.

17.5. If perishable food is taken on trips, the food will be stored in insulated containers with ice to keep the foods cold.

17.6. Before leaving on a field trip, a schedule of the trip's events and locations will be posted and visible at the ELC.

**18. TRANSPORTATION.** Parents must provide transportation to and from the Early Learning Center, unless bus service provided by Kenston Forest School is available and authorized in writing by the parent. Bus service requires the parent to submit a completed Pre-K Bus Form with contact and emergency information. Kenston Forest Early Learning Center staff will assume responsibility of students immediately after bus arrival in the morning until bus departure in the afternoon. Buses used by Kenston Forest School for the transportation of children meet state requirements for school buses. Due to state requirements, preschool children are not transported by other (non-school bus) vehicles (e.g., vans, cars, etc). Children must adhere to the behavior rules for riding a Kenston Forest School bus.

**18.1. General Bus Rules.** Students going to or from school or a school activity shall not behave in a disruptive manner while going to or from their bus stop, while waiting for a



school bus, while on a school bus, or after being discharged from a school bus. Because misbehavior at a bus stop or on a bus represents a potential danger to the offending student and other students, good bus discipline is essential. For safety, buses operate on state-maintained roads only.

18.1.1. Each student is expected to arrive at his/her pick-up point 5 minutes before the scheduled pick-up time.

18.1.2. If a parent knows ahead of time that a student will not be riding his/her regular bus or that a student will not be attending school due to illness or another reason, the bus driver should be contacted as soon as possible.

18.1.3. In the afternoon, once students have boarded the bus, they are expected to remain on the bus. They may not get off to purchase drinks, visit with other students, etc.

18.1.4. Once the bus has left school, students must get off at their home or their designated drop off point.

18.1.5. A parent must notify the office and the teacher in advance via written note or email if there is any deviation in a child's normal bus riding schedule. Deviations may include:

- Riding a different bus.
- Being discharged at a different drop-off point.
- Being picked up after school by a parent or another adult.
- Staying after school.

18.1.6. If a child has no written note (or email) permission, the child will ride his/her regular bus. In the event of last minute **emergency** changes, the office must be notified immediately. It is understandable that written permission from parents is probably not possible in such cases, and therefore phone authorization is acceptable in such **emergency** situations.

18.1.7. Students are expected to pick up **all** of their trash on the bus.

18.1.8. Students must board the bus in an orderly manner, be seated, and remain in their seats until the bus comes to a complete stop. Students may not stand up or move around on the bus while it is in motion.

18.1.9. No audio producing players are allowed on the bus unless students use headsets. Portable electronic games must be silent.

18.1.10. Boisterous play, fighting, and inappropriate language or acts are not permitted. Excessively loud talking, or yelling out of the windows is not permitted.



18.1.11. Heads and hands must be kept inside the bus at all times. Discharging items from bus windows is strictly prohibited.

18.1.12. No glass containers of any kind (e.g., flowers in a glass vase, bottled drink, etc.) shall be carried on the bus.

**18.2. Bus Misbehavior.** The driver of the school bus has the authority to maintain order and the responsibility for providing a safe environment on the bus. Riding a school bus is a privilege. Students unable to abide by these rules will be disciplined or deprived of their privilege to ride the bus for a specified time or permanently.

18.2.1. Dangerous Activity-First Offense. The bus driver will warn the student of dangerous activity and report any incident of dangerous activity or continued misbehavior to the Director. The parents will be notified.

18.2.2. Second Offense. A conference will be held with the Director, the student, and his/her parents.

18.2.3. Third Offense. The student will be suspended from the bus for a period of time. In disciplinary cases which necessitate the removal of a student from the bus, the Headmaster will arrange a conference with the bus driver, the student, and the student's parents. Final action is the responsibility of the Headmaster. The Headmaster will send written notification of such action to the parents.

- **NOTE:** Serious violations of discipline on the bus may result in *immediate* suspension or removal from the bus regardless of the number of the offense.

## 19. STUDENT ADJUSTMENT.

19.1. **What to Expect.** It is normal for a child to have some fears about being away from a parent. Children, like adults, need time to get used to new situations. Parents should try to prepare their child for the changes as far in advance as possible. They should discuss any concerns and talk about some of the new people the child will meet and the new things the child will do. If parents are enthusiastic, soon their child will be, too.

19.2. **First Experience.** The first time children are separated from parents in a school setting, it is natural for some children to be hesitant. Parents should offer a cheerful good-bye kiss, a smile, and a reassuring word that they will be back. It is recommended that parents do not slip out when their child is not looking. An apprehensive child will usually settle in shortly after the parent leaves.

19.3. **Common Behaviors.** During the adjustment period and/or depending on their age, some children may "act out" their feelings by:

- clinging to a parent and refusing to let go



- having tantrums
- forgetting their toilet training
- not eating
- waking up at night or having bad dreams
- expressing a desire to stay home

19.4. **What to Do.** These problems are temporary. If a child is treated lovingly but firmly, this behavior should go away soon. If parents wish to check on their child, they may call the Early Learning Center Office.

19.5. **Visitations.** The Early Learning Center permits parents to have access at all times to areas used by their children.

## 20. PERSONAL ITEMS AND SUPPLIES.

20.1. **Clothes.** In order for children to enjoy their time at school, the ELC staff advises parents to dress their children in comfortable play clothes suitable to the weather.

20.1.1. All outdoor clothing should be marked with the child's name.

20.1.2. Parents should remember that as seasons change, layers of clothing are better than one heavy garment. It is easier to add or remove layers as the temperature changes.

20.1.3. Students must wear closed-toe footwear. Footwear with open-toes and footwear with no back/backstrap are prohibited.

20.2. **Personal Belongings.** Each child will be provided with an individual space to store belongings. Each child will have an individual cubby and hook, which will be labeled with the appropriate name.

20.3. **Toys from Home.** Although the ELC staff teaches respect for property, the school cannot be responsible for any toys brought from home. The toys used by the school have been carefully chosen and purchased to enrich the program and each child's learning experience. With the exception of a soft, security item for rest time (e.g., blanket, stuffed animal, or small doll) and a "Show and Tell" item, children should not bring any toys or costume jewelry from home.

20.4. **Children's Supplies.** Parents are requested to supply those items necessary for the proper care of their child. These include:

20.4.1. Extra set of clothing (appropriate for all seasons).

20.4.2. Sheet and blanket or rest mat for cot at nap time. Rest mats may be purchased from the school. Covered pillow is allowed for nap time.



20.4.3. Cots are sanitized weekly. All personal belongings for nap time will be sent home each Friday to be laundered and returned each Monday.

**21. SUMMATION.** All children enrolled in this facility are treated with love and respect and are provided the opportunity to engage in a wide variety of activities. The most fundamental objective of the ELC is to provide a safe, clean and loving environment in which every child will feel loved, valued and wanted.

Kenston Forest School



## KENSTON FOREST SCHOOL 2009-2010 HANDBOOK ACKNOWLEDGEMENT

As the parent/guardian of \_\_\_\_\_, I have read and understand the above policies and procedures of Kenston Forest Pre-K and Extended Care Program. My signature below indicates that I have read and will comply with all policies and procedures as written. Ignorance or lack of understanding of the rules will not be considered a viable excuse for noncompliance. This signed copy will be kept on file and I have access to the published policies and procedures for future reference.

PARENT OR GUARDIAN NAME <i>(print)</i>	SIGNATURE	DATE
PARENT OR GUARDIAN NAME <i>(print)</i>	SIGNATURE	DATE
EARLY LEARNING ADMINISTRATOR NAME <i>(print)</i>	SIGNATURE	DATE



