

# WELCOME!

Welcome to Keswick Kids, the preschool program for Keswick Christian School. We're excited to have your child here this year, and we look forward to partnering with you as you raise your child in the nurture and admonition of the Lord.

Keswick Kids opened in 1988 with instructional classes for 3 and 4 year olds. In 2006, classes for 2-year olds were added. Much of the foundation for success in school is laid in the preschool setting, and we praise God for giving us this opportunity to be a part of this first school experience.

This handbook will help you understand the policies and procedures of the school. Please read each section of this handbook carefully and refer to it as questions arise throughout the year. Of course, feel free to ask teachers and staff for any additional clarification.

WE'RE GLAD YOU ARE HERE!

## SCHOOL HOURS

Before Care: 7:00 a.m. - 8:10 a.m. (Preschoolers are escorted to class)  
Instruction: 8:15 a.m. - 12:00 Noon (2's and 3' only)  
Instruction: 8:15 a.m. - 12:15 p.m. (4's only)  
Instruction: 8:30 a.m. - 11:30 a.m. (VPK 3 hour participants)  
Supervision: 12 Noon - 3:00 p.m. (2's and 3's only)  
Supervision: 12:15 p.m. - 3:00 p.m. (4's only)  
After Care: 3:00 p.m. - 6:00 p.m. (All)  
Please be prompt.



## OFFICE HOURS

The Keswick Christian School office hours are from 7:30 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday and Friday and from 7:45 a.m. to 4:00 p.m. on Wednesday.

## ATTENDANCE

It is very important that your child arrives at school on time and attends regularly. Frequent absences and tardies will be a hindrance to your child, other students, and the teacher. If your child is sick or on vacation, please notify the school.

## PHILOSOPHY

Keswick Christian School exists to support the biblical training received by its students in the home and in the church. This includes working to achieve a redemptive goal. The children are taught through scripture that "all have sinned" and that we need a Savior. They are also taught to submit to the authority of their Parents, Teachers, and other care givers. Parents and the Christian community, including the church and the Christian school, are God's instruments to bring this about. Therefore, working cooperatively with the home and church, Keswick's goal for each child is that he or she will acquire, believe, and apply the knowledge, understanding, skills, wisdom, and virtues to take dominion over creation for the glory of God and the good of others.

## **INSURANCE**

The school provides insurance for all students. The school insurance is intended as supplementary insurance to a family's primary medical insurance. Each student is covered for specified medical expenses from the time he leaves home until the time he returns home. If a child is injured at school, please report the accident to the school office immediately (within 24 hours or on Monday after a Friday incident) and pick up a student accident form to be filled out by the doctor. (24-hour coverage is optional and will be offered sometime in the beginning of the school year at a minimal charge.)

## **PERMANENT RECORDS**

ACSI and the Pinellas County Licensing Board require the following items to be kept in the permanent record file: birth certificate, physical form, up-to-date shot record, a profile page, and updated medical release form.

## **CLOTHING REGULATIONS**

Please dress your child in play clothes with simple fasteners which encourages independence in caring for personal needs. Please follow these guidelines:

1. Shorts or pants with elastic waistbands only. NO belts, buttons, snaps, shoulder straps, or suspenders.
2. Closed-toed shoes and socks are required of all students. Velcro fasteners are preferred. No boots or crocs please.
3. Long pants are best in cooler weather.
4. All students are required to be potty trained and able to attend to toileting needs. Pull-up diapers are not permitted.
5. A change of clothes, both summer and winter, including socks and underwear, should be sent to school in a zip-lock bag on or before the first day of school. Please label each item.



## **DISCIPLINE POLICY**

At Keswick Kids, we believe that good discipline is carried out consistently, in love. We teach that disobedience is against God. We partner with parents to direct the child's path according to God's standards. We use positive reinforcement and praise to encourage appropriate behavior. We endeavor to guide them in making good choices and learning how to use their words to express their feelings to one another. "Our discipline policy prohibits children from being subjected to discipline, which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all childcare personnel." (Pinellas County License Board Guidelines)

Methods we use to encourage appropriate behavior are as follows:

1. We endeavor to train the child in Godly character through Scriptural applications in all areas of our curriculum.
2. We use positive communication techniques - We want the child to become calm, express his or her feelings, and take responsibility for his or her actions.
3. We direct the child to another activity or to sit or play near the teacher when this is appropriate.
4. We take the time to counsel children. We want them to know that we are there to help them in every situation and to call on a staff person when needed.

Correction, forgiveness, and restoration are all important to the discipline process. If a child continues to display inappropriate behavior on a regular basis, the parents will be consulted for help and support.

## PARENT-TEACHER CONFERENCES

Daily contacts are made with parents as children are dropped off or picked up. The teachers may on occasion send notes or call parents to share important information. Two conferences per year will be held, one first semester and one second semester. Parents may request a conference with the teacher if they choose to do so.

## PARTIES

Birthdays - If you wish to have a birthday party for your child, parties are held on or about the child's individual birthday. The child's parents are responsible for the party. They need to supply the following: snack, drink, and paper goods. A goodie bag may be supplied, but it is entirely up to the parent. Please consult with the teacher first.

Thanksgiving - The entire preschool celebrates Thanksgiving together. Homeroom Mothers are responsible for arranging a luncheon party. Parents are welcome and encouraged to join this celebration.

Christmas - Each class celebrates Christmas separately. The Homeroom Mother is responsible for calling to have party items sent into the room. Each child is asked to bring a gift (not to exceed \$5.00), a boy gift for a boy and a girl gift for a girl.

Valentine's Day - Each class celebrates Valentine's Day separately. Children bring in Valentines for each of their classmates. The Homeroom Mother arranges for party items to be sent to class.

Spring Fling - The entire preschool celebrates Spring Break together. Homeroom Mothers from each class plan the party and games. It is held on the football field.

Easter - Individual class parties arranged with the Homeroom Moms.

End-of-Year - The Homeroom Mothers are responsible for arranging for the food. The party is held on the preschool playground where the Homeroom Mother is in charge of games and activities. Parents are welcome.

## PICTURES

The purchase of pictures is **OPTIONAL**. Every child has a school picture taken during the first part of the year. A class picture and another individual picture are taken at the end of the year.



## HEALTH POLICY

Keswick Kids follows the guidelines listed below regarding children who are ill or become ill while in attendance:

1. We are not permitted to accept children with any of the following symptoms:
  - Elevated temperature within the last 12 hours
  - Upset stomach within the last 24 hours (including diarrhea, vomiting)
  - Unidentified rash
  - Sore throat, pink eye, stiff neck, difficult/rapid breathing, severe coughing
  - Yellow or green drainage from the nose
  - Any other unusual sign or symptom of illness

2. A "**Preschool Child Illness Report**" will be signed by a parent/guardian who is picking up an ill child from school.

3. All children must have a current **Florida Student Physical Exam Form** completed and signed by a physician or County Health Department and a current **Florida Immunization Record** on file **before** the first day of school. Parents should bring new forms in to the office as they are updated when the child receives a physical or immunization(s).
4. If the child should become ill while in attendance at school, he or she will be isolated from the other children, and the parent or designated contact person will be notified and required to pick up the child A.S.A.P. Parents are to provide current emergency numbers.
5. If the child should become injured while at school, only minor first aid treatment will be given. Parents will be notified of all significant accidents and injuries.
6. Normally, medication will not be given at school. (If your child requires prescription medication that needs to be administered during school hours, please check with the Elementary office to obtain a **Medication Card** to be filled out. Medication must be in the ORIGINAL, LABELED CONTAINER.

For re-admittance to class, a student who has been diagnosed with a contagious illness such as CHICKEN POX, PINK EYE, SCABIES, STREP THROAT, etc., must have a doctor's note. In case of LICE, a student must be checked by the elementary office before returning to class.

## **NAP TIME**

A nap time is scheduled each day for our full day preschoolers. A blanket and a small pillow may be brought in for naptime. Each Friday, a different family will be responsible for laundering the sheets which need to be returned to school the following Monday.

## **FIRE /TORNADO DRILLS**

Monthly fire drills are conducted to prepare our preschoolers to know what to do in case of this type of emergency. Tornado drills will be conducted during the tornado season. Code Red/lockdown drills are conducted periodically.

## **SHARE TOYS**

(4's only)

Each preschool class has a share bag, which is sent home with individual children. If the share bag comes home, that child can place some toys to share with others the next day in the bag. The only time a child may bring toys to school to share is when they have the share bag. Because of the age of these children, please do not send in items which are fragile or that would be easily broken.

## GOALS (GENERAL)

1. To lead the child to an appropriate awareness and understanding of the Bible, God, the Holy Spirit, Jesus and His sacrifice for us.
2. To help the child learn how to get along with others.
3. To help the child learn self-control.
4. To help the child increase in independence.
5. To help the child give and receive affection.
6. To help the child begin to understand and appreciate the world around him.
7. To help the child develop large and small motor skills.
8. To help the child develop a good self-image.
9. To help the child develop language skills for good communication.

## ACADEMIC GOALS FOR JK4

1. To say and recognize shapes, colors, numbers and letters and their sounds.
2. To understand concepts such as first, last, next, middle, same, etc.
3. To be able to share things in front of peers.
4. To print first name correctly.
5. To listen attentively.
6. To follow commands in proper order.
7. To be able to perform fundamental movements such as walking, running, hopping, skipping, galloping.
8. To develop body awareness: knees, head, shoulder, elbow, hip, front, back, side, etc.
9. To develop memory skills through poems, rhymes, and songs.

**\*We reserve the right to observe and/or evaluate each child periodically as scheduled or as needed.**

## PROGRAMS

### 2's/3's/4's:

**Grandparent's Day** - February

**Thanksgiving** - November

**Christmas** - December

### 4's:

**Graduation** - May

## CHAPEL

(3's and 4's)

Chapel services are held weekly. This is a wonderful time of worship with singing, prayer, and Bible instruction. Offerings can be sent in any day of the week and are taken to chapel on Friday for missionary projects for PK3 & PK4. The 2 year olds will join us in the spring to practice for next year.



# SPECIALS

(3's and 4's)

## **Music:**

Preschool children attend a weekly class with the music teacher in addition to songs, which are taught in the individual classrooms. Singing and recorded music are also a regular part of the classroom routine.

## **P.E.:**

Preschool children meet 2 days a week for an organized physical education class with a P.E. instructor.

## **NUTRITION/FOOD POLICY**

### **HELP FOR PARENTS PACKING LUNCHES**

It is the responsibility of the parent to provide a lunch and snack each day, complete with drinks. We are not able to visit the cafeteria until Kindergarten, but will give you the option of ordering from a limited menu. The lunches are delivered to your child's classroom.

Creating a healthy, appetizing lunch or snack for a child to take to a day care center can be a daily challenge. You want the meal you send to be nutritious, but most of all you want your child to eat it. New and different foods can be fun and a variety in "take-along items" can encourage lagging appetites.

Sandwiches, the old brown bag standby, can be spruced up with a little imagination in bread types. Pita bread, rolls, muffins, rice cakes, bagels and nut breads offer a new outlook on an otherwise ordinary sandwich. Dips or spreads with crackers offer another option.

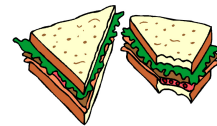
Sandwiches need not always be the staple. Quiche, soups, salads, and spreads provide some different choices. Alternating hot and cold meals add a variety. A wide mouth thermos can be used to keep hot foods hot and cold foods cold.

Instead of cookies, cakes or chips, try including a few natural sweets such as: fresh or dried fruits, fruit juices, and fruit cut into bite size pieces. Healthy snacks such as: carrot and celery sticks, broccoli and cauliflower buds combined with dips or peanut butter add interest to routine lunches. Cheese cubes and hard boiled eggs are a few more examples of healthy alternatives to high sugar or high sodium foods.

*Please make sure any food allergies are reported to your child's teacher. Thank you!*

## **HELPFUL HINTS**

1. Create interest in the lunch by having your child help shop for and prepare lunch items.
2. Offer foods with various shapes, colors and textures.
3. Avoid foods high in sugar, fat and sodium. (Read the label.)
4. Set a good example. Food preferences and eating habits of parents are often imitated by their children.
5. Pack one of your child's favorite foods to encourage interest in lunch.



*Remember, summer weather (which we have most of the year in Florida) takes its toll on portable lunches. Be sure foods will be kept at the correct temperature by using ice packs in the lunchbox to avoid bacterial growth and ensure the freshest possible meal for your child.*

## \*Field Trips (4's only)/Important Dates



### **November**

- ◆ Thanksgiving Program/Feast
- ◆ Fire Truck Visit

### **December**

- ◆ Pre-K Christmas Program/Party

### **January**

- ◆ Publix \*

### **February◆**

- Domino's Pizza \*
- ◆ Grandparent's Day
- Valentines Party

### **March**

- ◆ Spring Fling Picnic

### **May**

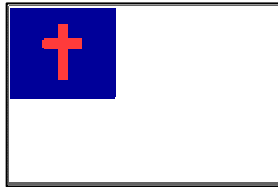
- ◆ Pre-K visits the Cafeteria
- ◆ Pier Aquarium \*
- Classroom visits to next level
- ◆ Pre-K Graduation/Picnic

And more!

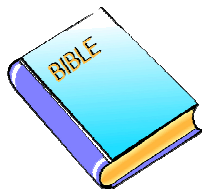
## **Pledges your child will learn:**



**I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.**



**I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty to all who believe.**



**I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path, and hide its words in my heart that I might not sin against God.**

# **GENERAL INFORMATION SECTION**

**I. Introduction** — May God bless our school family as we work together to serve our Lord and Savior.

A. About Keswick Christian School — Keswick Christian School is a non-denominational, private, non-profit Christian school. Keswick was founded by Ruth Munce in 1953 as the Grace Livingston Hill School. Mrs. Munce, a Bible teacher and missionary, named the small campus in memory of her mother, a Christian author. Keswick gained its present name in 1961 when Bill Caldwell assumed responsibility for the school and established the Southern Keswick family of ministries – Keswick Christian School, Keswick Bible Conference, and Keswick Radio. At that time enrollment was 81 students. In 1978, all three ministries were given to Moody Bible Institute of Chicago, which operated them as part of its worldwide network of Christian training and service ministries. In 1996, Keswick Christian School became an independent Christian school owned and operated by a local School Board.

Keswick Christian School is located on a beautiful 29-acre campus in Seminole, Florida and is a preschool through grade 12 liberal arts, college preparatory, Christ-centered day school.

Historically, over ninety-five percent of Keswick Christian School graduates continue their formal education after high school. Our graduating classes for the past few years have received thousands of dollars in scholarships, including the Florida Bright Future Academic and Merit Scholarships.

B. Accreditation – Keswick is accredited by the:

- Southern Association of Colleges and Schools
- Association of Christian Schools International

C. Mission Statement – Responding to the biblical command that families raise their children in the knowledge and admonition of the Lord, Keswick Christian School provides a Christ-centered education that instills and reinforces Christian thought, belief, and practice in all areas of life.

D. Parent Participation – As those responsible for the education of their children, parents delegate to the school a significant part of the job of educating their children in the truth. This requires that parents and teachers dialogue regularly for the children's welfare.

1. The Parent Teacher Fellowship, directed by a parent populated PTF Steering Committee, and working with the Superintendent and his designees, plans and assists with the creation and implementation of fellowship and educational support activities for the school community. These events are designed to promote the short and long term educational benefits of Keswick Christian School to Christian parents and their children. Regular and required PTF meetings communicate and explain the application of a biblical philosophy of education.
2. Parent-Teacher Conferences – Face to face communication regarding the needs of the child is essential. During calendared conference days, parents are to confer with at least one of the child's teachers. Parents should feel free to email, write, or call teachers to solicit information that will help them support the curriculum, instruction, and student learning at Keswick Christian School.
3. Keswick Prays – The Superintendent will meet on a regular basis with parents who desire to pray for the effectiveness of this ministry. Prayer times and location will be determined at the beginning of each school year.
4. Volunteers – The school needs parent volunteers to read with children, drill students on the grammar of elementary subjects, chaperone field trips, facilitate communication with other parents, serve on various committees, help with campus beautification projects, and fulfill a multitude of other tasks. Volunteer parents help keep the cost of attending Keswick Christian School as low as possible. Call the school offices for volunteer opportunities. Volunteers may be required to submit to background screening.

E. Statement of Faith

We believe the Bible to be verbally inspired by the Holy Spirit in the original manuscripts, and to be the infallible and authoritative Word of God. (II Tim. 3:16; II Peter 1:21)

We believe in the Triune Godhead in three persons - Father, Son, and Holy Spirit — three persons and yet but one God. (Deut. 6:4; Matt. 28:19; I Cor. 8:6)

We believe in the personality of Satan, called the Devil, and his present control over unregenerate mankind. (Gen. 3:1,14-15; II Cor. 11:14; Luke 10:18; Eph. 6:11,12;2:2; Rev. 12:9,10).

We believe in the fallen and lost estate of man, whose total depravity makes necessary the new birth. (Romans 3:10,23; John 3:3)

We believe in the deity of Jesus Christ, His virgin birth, death, bodily resurrection, present exaltation at God's right hand, and personal and imminent return. (Col. 1:15; Matt. 1:18-25; Matt. 28:1-10; Acts 1:9-11; Hebrews 1:1-4; I Thess. 4:16-18)

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed for the forgiveness of our sins. (John 1:12; Acts 4:12; Eph. 1:7; 2:8-10; I Pet. 1:18-19)

We believe in the resurrection of the saved unto everlasting life and blessedness in heaven, and the resurrection of the unsaved unto everlasting punishment in hell. (I Cor. 15:50-58; Rev. 20:4-6; 11-15; II Thess. 1:7-10)

We are members of the church, The Body and Bride of Christ, consisting only of those who are born again, for whom He now makes intercession in heaven and for whom He shall come again. (Acts 13:38,39; Acts 2:41; Eph. 1:3-6; I Cor. 12:12,13; Rev. 11:15-17)

We believe Christ's great commission to the Church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe. (Matt 28:18-20)

## **II. General Policies & Procedures**

### **A. Admission and Retentions**

1. Admission to Keswick Christian School is a privilege granted to those students and families who manifest a desire to live and work as Bible-believing, consecrated Christians, who attend a Bible-teaching church. The school reserves the right to dismiss any student and family who does not support or cooperate with the goals of the learning community.
2. Keswick Christian School admits students of any race, color, national or ethnic origin.

### **B. Arrival and Departure Procedures**

1. Arrival – Parents are asked to escort their child to the classroom unless they are in before care.
2. Departure – Students must be signed out at the classroom unless going to after care.

### **C. Traffic Safety** – All drivers must observe the 10 mph speed limit, and stop at all crosswalks. The safety of our students is a priority.

### **D. Security** – All parents, guests, and other visitors to the school must **sign in** at the Elementary office desk and wear an identifying badge while on campus. Visitors must also **sign out** and return the badge before leaving campus. In addition, all visitors, including parents, are requested to stop by the office if they need to leave something for a student or pick a student up. Please do not go directly to the classroom.

### **E. Classroom Communications** – All written communications given to parents need to be approved through the teacher first and then the office. Please give the office a minimum of two days advance notice.

### **F. Web site** – Keswick Christian School can be found online at [www.keswickchristian.org](http://www.keswickchristian.org). Homework assignments, school calendars, and other useful information are posted there on a regular basis.

#### G. Tuition and Fees Policy

1. A Registration Fee is paid annually for each student. New students are required to pay the registration fee to complete the registration process.
2. Tuition may be paid by one of the following plans:
  - a. By the year in advance (2% discount will apply if paid prior to August 1)
  - b. By the semester in advance – July and January
  - c. Twelve equal payments – June through May (10% of the annual tuition is nonrefundable if the student does not attend in the fall.)
  - d. Ten equal payments – June and September through May (10% of the annual tuition is non-refundable if the student does not attend in the fall.)
  - e. Effective June 1, 2011 payments from new families must be made by Electronic Funds Transfer (EFT). Returning families' payments may be made in cash, by check, or by Electronic Funds Transfer. If the account becomes delinquent, the family will be required to make payments by EFT. Parents who wish to pay by EFT can make arrangements with the Business Office.
3. When a child enrolls in Keswick Christian School, a space is reserved for the entire school year. When a schedule change during the school year becomes unavoidable, tuition charges will be prorated. There will be a \$25.00 administrative charge for any changes after the first.
4. Tuition payments are due on the first of each month. A late fee will be added to accounts after 10 days, plus a 1% carrying charge on the unpaid balance. If an account is not paid within 60 days, the parents' children will be withdrawn from school. If a family uses the EFT program, they may choose to have their tuition due on the 1<sup>st</sup>, 15<sup>th</sup>, or half and half.
  - a. Parents who are two months in arrears will be required to become current with all tuition and late fee payments and will be required to enroll in an electronic funds transfer (EFT) by the end of the second month in order to maintain enrollment for their children at Keswick Christian School.
  - b. Parents who submit a non-sufficient funds tuition payment check (NSF) will be required to enroll in an electronic funds transfer (EFT) by the end of the month for which the NSF tuition check is submitted in order to maintain enrollment for their children at Keswick Christian School.
5. Families who find it necessary to withdraw a child from the school for reasons other than an unpaid balance should contact the Registrar for information on the withdrawal procedure. Parents are responsible for the entire month's tuition even if they only attend a part of the month.

#### IV. Student Welfare Policies

- A. Emergency Contacts – Every student is to have emergency information on file at Keswick Christian School making it possible for the school to contact someone in the family at all times. It is the responsibility of the parents/guardians to keep this information current.
- B. Care of Facilities – It is of utmost importance that we all work together to keep KCS facilities in good condition and looking clean and neat.
- C. Health Policies and Procedures
  1. See Preschool section of this handbook.
  2. Emergency or illness – Please be certain you notify the office of any phone number changes. Parents will always be contacted first. If unavailable, then the person you designate will be contacted. That person should have transportation.