

KFS SCHOOL
2017 / 2018



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KFS Parent Handbook

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KFS School Program Mission Statement

KFS School Program revolves around **4 essential pillars** for a child's well-being:

1.MIND 2.BODY 3.SOCIAL/EMOTIONAL 4.TECHNOLOGY INTEGRATION

"Only children believe they are capable of everything". Our educational inspiration stems from believing in the potential and strength of each child. We actively guide every aspect of each child's individuality, character and well-being on a personal level and in a group setting. We provide each child with a comprehensive environment to nurture his/her learning style through their own curiosity, passion for learning, and social interaction. We strive to create opportunities for learning, exploration, creativity and self-expression. Our approach is to provide a smaller classroom setting, with one-on-one attention, allowing our environment to be warm and welcoming. We encourage children's ability to make choices, problem solve, master skills and develop relationships.

1. MIND

Our mission is to provide every child with a Strong Academic Curriculum and learning experience that enables Sensory Integration as well as Social Activities. We strive to build on strong Academic Standards (aligned with Common Core Standards) with an understanding of the needs of the developing individual across all ages. Our academic lessons create a unique, individualized education plan for each student, allowing gifted students to progress as quickly as they like while simultaneously ensuring that remedial students get the extra instruction they need.

- **Academic Learning Needs:** Children learn at their own pace, according to their interests and strengths, and in step with their individual style (organically, freely, and joyfully).

- **Sensory Needs for Learning:** It is difficult for children who crave for sensory stimulation to participate in a regular school setting and may be challenging to control and redirect to be able to learn in a certain limited time and pace. In our environment, children typically do very well as it provides low class size, and lots of opportunities for hands on learning and movement throughout their day.

***Regular assessments will be held to ensure the student's performance on grade level.*

2. BODY

We offer Yoga and Breath Control on a daily basis as a natural integration of our program.

- **Yoga** has a calming effect on the central nervous system and helps develop self-regulation and body awareness. Yoga also fosters coordination and balance and improves motor skills. Better body awareness is one of the greatest benefits of a Yoga practice for Children. The children get excellent proprioceptive and vestibular input through asanas (postures) like downward facing dog and triangle pose. Twisting poses that compress the muscles also provide joint compressions. Standing and balancing poses help develop stability, strength, and coordination. Moving from back bends to forward bends to twists gives the vestibular system rich input, which helps a child feel calm and grounded.

- **Breath Control** is helpful for calming the central nervous system. By using correct breathing techniques, a sensory-seeking child can be calmed. Deep breathing also helps with self-regulation and improving self-awareness, both key components to helping sensory avoiders be at peace in their bodies.

3. SOCIAL/EMOTIONAL

The importance of social and emotional well-being for our students is the core reason why we are integrating a highly recognized Social Skills curriculum in our classes.

- **Think Social** is a core 'Social Thinking curriculum'. The curriculum provides step-by-step methods for teaching social, cognitive and communicative skills to students who have these challenges that affect their school and home life. Teaching students the basics of working and thinking in a group, it addresses how to use and interpret language to understand the contexts where real communication happens.

- **The Zones of Regulation** is a curriculum geared toward helping students gain skills in consciously regulating their actions, which in turn leads to increased control and problem solving abilities. Using a cognitive behavior approach, the curriculum's learning activities are designed to help students recognize when they are in different states called "zones," with each of four zones represented by a different color. In the activities, students also learn how to use strategies or tools to stay in a zone or move from one to another. Students explore calming techniques, cognitive strategies, and sensory supports so they will have a toolbox of methods to use to move between zones.

4. TECHNOLOGY INTEGRATION

Learning environments that successfully integrate technology, offer their students greater opportunities to create and construct knowledge, as well as provide teachers with variety of resources to support all learning styles (**Visual-Aural-Write-Kinesthetic**).

Utilizing instructional technologies allow students new means of demonstrating their understanding and stretch creativity and self expression through “Cause and Effect”. Technology tools give the advantage of endless teaching methods that engage intelligences and explore ways to implement them in teaching and assessing students differently based on their individual intellectual style of learning.

Who We Are

KFS SCHOOL has a multi-disciplinary group of teachers, educational specialists, and instructional assistants committed to working with families and their outside providers to develop and implement an effective school program. We are also a resource to every family.

KFS SCHOOL is working towards finalizing our **Nonprofit** School status. We have *launched the School's K-6 Program in January 2016* serving children in San Francisco and the Bay Area Community. KFS SCHOOL founded by **Kahlon Family Services LLC**. Learn more about the company's body of work from our website www.kahlonfamilyservices.com. KFS SCHOOL Program was initially launched in January 2016 serving several children and their families in San Francisco and the Bay Area Community. Our school's our mission every day is working as hard as we can to bring Quality Education to all Children with learning & behavioral Needs. Every child is included in our family and has the right to make his/her family proud. We need to expand KFS SCHOOL and work towards being a Nonprofit Organization as to be able to bring all the Specialized services and tools (Visual - Auditory - Reading/Writing - Kinesthetic) needed as we maintain the quality of education to serve our children, and be able to accept more applications for children in need in our community.

*Our educational inspiration stems from believing in the potential and strength of each child. We actively guide every aspect of each child's individuality, character and well-being on a personal level and in a group setting. We provide each child with a comprehensive environment to nurture his/her learning style through their own curiosity, passion for learning, and social interaction. We strive to create opportunities for learning, exploration, creativity and self-expression. Our approach is to provide a **Smaller Classroom Setting, with one-on-one attention**, allowing our environment to be warm and welcoming. We encourage children's ability to make choices, problem solve, master skills and develop relationships.*

VISION: To be the Bay Area's most trusted and effective small class setting with one-on-one attention based School Program

MISSION: Provide every child with a comprehensive environment tailored to nurture his/her learning style through their own curiosity, passion for learning, and social interaction, through an effective fully rounded program with a Strong Academic Curriculum and a learning experience that enables Sensory Integration as well as Emotional Growth

"Mind - Body - Soul"

PROMISE: Our school program will instill a lifelong positive impact on our students at school, at home and in the community, fostering emotional growth to achieve academic and social success

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KFS School Day

School Drop-Off and Pick-Up

Parents should use loading zone directly in front of the main entrance for drop-off and pick-up unless they have special arrangements. If students are coming late to school, parents should contact the teacher and let them know when they will be arriving so someone can open the door for them.

Bell Times

School begins everyday at 8:45 am and ends at 2:45 pm Monday through Friday.

Please help us to maintain a consistent structure by adhering to the drop-off and pick-up times.

If you must pick up your student early (for doctor appointment, etc.), please notify the teacher in the morning so that your student will be ready for pick-up. We request that you schedule your appointments on non-school days or after school hours.

Parent – Teacher Communication

All our students will be writing their own Daily Reports of the day including (academic learning subjects covered, social communication and eating habits). This is subject to change as students needs. They bring it home in their individual folder so they can be able to discuss their day with family (topic opener). Teacher - Parent communication will be through the school email (kahlonfamilyschool@gmail.com) to discuss any matter regarding the child and/or share further information about the student's day (if needed). Also, for any urgent and non urgent matters to be discussed further (meetings, therapists, professionals, school visits, etc..). Please make sure to send or respond to any teacher inquiries or to update the teacher with anything pertinent regarding their student.

Quarterly progress reports are sent home according to each student. Monthly Parent/Teacher conferences could be held to discuss student progress upon parent's' request.

During school hours, classroom teachers are busy with your student. If you must relay a message to your student's teacher, we ask for you to either call or email your teacher and/or support person. The teacher or support person will respond to your question or concern as soon as possible.

Birthday and Holiday Celebrations

Birthdays and special holidays may be celebrated and must be scheduled with your student's teacher. Please communicate with your student's teacher regarding the timing of celebrations. Many students have food sensitivities and are not permitted to each specific foods. We ask that alternatives be supplied for these students. KFS also encourages parents to send in healthy

foods lower in sugar. Since we are a small school we would like each child to bring a small gift on the birthday celebrations to help facilitate social skills.

Special Events & Field Trips

Going out in our community is a wonderful learning experience for the children. To be able to get around the Bay Area we will be using public transportation at times and will inform parents of where we are going before every outing. A permission slip will be sent home with your child prior to field trips and other events that your student may attend. At times, we may ask parents to provide transportation and being able to act as Chaperones with KFS staff. We appreciate your cooperation at these times. There may be a fee associated with some of our field trips.

Sample School Field Trip Permission Form (KFS School)

As parent/legal guardian of _____, I grant
(Print Student's Name)

permission for him/her to participate in the field trip described below.

Destination: _____

Nature or purpose of the trip: _____

Date/time leaving: _____ Date/time returning: _____

Sponsors/Chaperones: _____

Cost of Trip Per Child: _____

Signature of Parent/Guardian

Date

Parents as Partners – Responsibilities

Clear and consistent communication with your student's teacher is a key objective of our team and the responsibility of all parents. All parents are required to review and sign the Memorandum of Understanding (see Appendix A) and keep a copy for your reference. We ask parents for their cooperation in maintaining an open and honest communication channel between home and school by following these steps.

Back-To-School Night

Parents are required to attend Back-To-School Night which is held once each year.

Maintain and Informed School Team

Parents are asked to inform the school team of any changes taking place at home that may affect your student's health or behavior. These changes may be subtle or major, such as; moving your residence, parents' absences, and challenges with siblings, visitors in the home, changes in diet, and changes in sleep or eating patterns. ***All parents are to always notify of a change in medication.***

KFS may request copies of assessments and/or evaluations that have been done for the student (either current or before placement at KFS) to better enable the team to understand the student and to help support them in creating an Individual Education Plan or Education Plan. Parents are asked to cooperate with the KFS team in these efforts.

School Participation

Throughout the year we ask parents to volunteer their time in planning and attending a special event, complete a special project. Scheduled parent meetings are held at the school to provide training and education, address parent concerns and to provide a venue for parents to support each other. It is expected for parents to be in attendance at parent meetings so parents can stay informed of the KFS school events and to provide input.

***Visits from parents at all times should be preplanned by the Executive Director.**

Other Forms

Other forms included in the orientation packet must also be completed:

- Student Emergency Information
- Photo/Video Permission
- Assessment Authorization
- Authorization for Emergency Treatment
- Notice of Nondiscrimination Policy
- Private and Confidential Information
- Student Pick-Up

Absences and Illnesses

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Attendance

The school day begins promptly at 8:45 am. Punctuality and regularity in attendance are critical in the development of your student's attitude toward school life. Consistent attendance is necessary for success in developing skills and reaching designated goals. Consistent attendance is very critical for your student's progress. Please do not plan vacations during scheduled school days. If you must make plans to be away, please inform the teacher and school administration in advance in writing.

Illnesses

Please consider the health of other children and the staff when determining whether your child is well enough to attend class and therapy. Consider, in particular, the following issues:

- Your child must be fever free for 24 hours before returning to school.
- Your child must be diarrhea/vomiting free for 24 hours before returning to school
- Impetigo, pink eye, scabies, lice, ringworm, and fifth's disease (slap cheek) are highly contagious and children must have a doctor's permission to return to school.
- Any unidentified rash must also be verified to be non communicable by a doctor.
- Flushed or unusually pale face, watery or inflamed eyes, excessive runny nose, body rash and/or diarrhea.

Reminder: To protect the health of other children, the staff is not permitted to allow any child showing definite signs of illness into the school whether or not they have been treated for the illness. The above symptoms are ones that guide the school's decision to send your child home.

If a student is ill, has a fever, or has an accident, we may call the parent (or the emergency contact) to pick their student up from school. We will notify you if your student has been exposed to an identified contagious illness. We require that you inform the school if you are aware of an illness that your student may have contacted that may have caused exposure to other students.

If you suspect your child has been exposed to any contagious disease (i.e. chicken pox, or measles), please inform the staff at once, so that we may watch for symptoms and we may warn other parents, especially pregnant women for whom these diseases pose a serious risk.

Major Injuries

When a child is seriously injured at school, the following steps are taken immediately.

1. If injury is life threatening, staff will call 911 and notify parent or other adult emergency contact.
2. If not life threatening, the parent or adult named on the child's Emergency Card is contacted and requested to immediately take the child to medical care.

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3. If no designated adult can be reached, the teacher and/or staff will contact your doctors for directives.
4. An incident report will be completed by the staff and placed in the child's mail folder.

Allergies

It is extremely important that you notify us in writing of any dietary restrictions or food allergies your child might have. Due to confidentiality mandate of the Department of Social Services, we cannot release this information. However, parents may notify families in their class about their child's specific allergies or restrictions.

School Policies

Child Abuse Policy

Our teachers and staff are required by law to report every instance of child abuse which becomes known to them or which is reasonably suspect to have occurred to a child with whom

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they have professional contact. They must report their observations to the Child Protective Agency immediately, or as soon as possible, by telephone and send a written report to the Child Protective Agency within 36 hours after they become aware of the abuse of the Child. Their duty to report is individual and no supervisor or administrator may impede or inhibit their duty to report, although they should report the incident to their supervisor or administrator immediately. Failure to report instances of child abuse known or reasonably suspected is a misdemeanor, punishable by up to six months in jail or by fine of one thousand dollars (\$1,000) or by both.

Reference: California Penal Code Section 11166.5

Emergency/Disaster Kit

All parents must provide an emergency/disaster kit for their student with supplies to sustain their students for up to three days in the event of a disaster. The kit will be stored at school. Parents must do an annual check of their student's kit and make any updates if necessary. A list of supplies is included.

PARENTS LETTER

[Month, Day], 2016

Please return this form to _____ by _____.

EMERGENCY CONTACTS AND EMERGENCY SUPPLIES LETTER TO PARENTS

Dear Parent(s) or Guardian(s):

As you know, we in California live in "earthquake country" where we know a major earthquake can happen at any time. Other potential emergencies also create the possibility that children may have to remain in the protective environment of the school for an extended period. Our school has a Safe School Plan, and you are an important part of it.

Our school employees feed morally responsible and will remain at school in cases of emergency to care for all of our children.

If an emergency should happen while you are out of the neighborhood, school staff will remain with your child(ren) for as long as necessary. Your child(ren) will only be released to you and to anyone that you designate on the Emergency Contact List. It is therefore very important that you select for your emergency contact list only those trusted individuals. It is best if at least one person on your list lives nearby and can walk to school to pick up your child in your absence. The purpose of this is both to reunite you as soon as possible, and to keep your child safe. When a person comes to pick up your child, they will have to identify themselves and your child will have to confirm their identity. In addition we ask you please to provide a COMFORT BAG for your child in case of emergency. The COMFORT BAG should be a 1 gallon sealed plastic bag clearly marked with your child's full name. Inside should be the following items:

- 2 small bottles of water

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- 2 high energy, long-lasting, no-salt snack items (eg. granola bar, raisins)
- A 3x5" card with family emergency contact information on it.
- A family photo with a note from you on the back.
- For older students: a change of underwear
- For younger children: a full change of clothing
- For younger children: a small and familiar comfort item

At the end of the school year the bag will be returned to you – hopefully unused. We'll ask you to refresh your supplies at the beginning of the next school year.

In addition – if you can spare an extra clean blanket for us to keep with our school supplies, we would appreciate your donation. These measures will help us to take care of your child. They should also allow you to be part of the solution, to help the people immediately around you, and to return safely as conditions allow, allowing roads to remain open for emergency vehicles, and for a quick recovery. If you stay within walking distance of the school during the day, and if you would like to be a certified volunteer, please let our office manager know and our School Safety Committee will contact you for volunteer training.

Medication Distribution

Parents are expected to disclose any medication students are taking and informing school personnel when any changes are made to types or dosages of medication.

If your student needs medication (**prescription or non-prescription**) during school hours, please follow the following guidelines:

1. Medication can only be distributed with a written consent from the parent and a physician statement detailing:
 1. type of medicine
 2. name of medicine
 3. dose of medicine
 4. time(s) medicine is to be dispensed
 5. day(s) medicine is to be dispensed
 6. note must be signed and dated
 7. How long will medication be administered (dates)
2. Medicine should be in the original container with the pharmacy label and doctor's and student's names on the label.
3. Medicine must be given to the teacher, with written instructions. This note will be kept in the student's file under "Medical".
4. Staff administering medicine must sign the Medication Distribution Log each time.

NO MEDICINE WILL BE GIVEN WITHOUT FOLLOWING THESE PROCEDURES

Immunizations

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According to California law, we need to have a record of your student's immunization records on file or a waiver.

Nondiscrimination Policy as to Students:

KFS School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Memorandum of Understanding Between KFS and Its Families And Family Resolution Process

Memorandum of Understanding Between KFS and Its Families

- **Partnership between our faculty, staff and families and among the families themselves is a major underlying principal of KFS's program**
- **A clear and transparent partnership is essential to KFS's success and to KFS's ability to support each child in reaching his/her maximum potential**

I. This Partnership Recognizes:

- The positive engagement of each family in its student's educational program and in the work of supporting KFS as a growing institution
- The regular expression of gratefulness for the contributions and good work of each other

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- Respectfulness in dealing with every person involved in KFS especially when children are present or when expressing concerns and disagreements about how best to serve the interests of a student
- Addressing disagreements **FIRST** to the person with whom one disagrees and not to others, including persons “higher” in the schools’ organization structure (see attached Chart Entitled “Resolution Process at KFS”)
- Recognition that the time our faculty & staff have at KFS outside the classroom, therapy room and collaborative meetings is a precious commodity that is shared among all families
- A willingness to commit our time, energy and resources, according to our ability, to the building and sustaining of KFS

II. Active Parent Collaboration

- ***KFS strongly encourages parents to actively collaborate with their child’s team in ensuring that their student’s program addresses their individual developmental needs.***
- Attend “Back to School Night
- Attend parent-teacher and parent-therapist conference
- Participate in trainings offered
- Complete any assessments to assist with educational and therapeutic planning
- Complete parent surveys (when requested) to provide overall school success

KFS Staff	KFS Role
Vanessa Kahlon MA.	Executive Director & Founder
Nora Richman B.Sc.	Director of Programs, Development & Communication
Sally Guerry BA.	Lead Teacher
Sara Love BA.	Enrichment & Music Teacher
Susan McCormick Ph.D.	Educational Specialist/Consultant

Where to Go For Answers

Your questions, concerns, and ideas are important to KFS School. It is our hope that you will feel comfortable connecting with our KFS staff to work with us to find solutions.

KFS school believes that it is important to ensure that families understand how to get their questions and concerns addressed in the most effective manner within a reasonable time frame.

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So the following examples of questions and who to connect to at KFS are being provided to help you.

If you have questions about:

- Website, school events, calendar, phone calls, email and address changes, general school maintenance, parking, copies of school documents, absences, illnesses, transportation concerns, and permission forms please connect with the **Lead Teacher and Program Director at Kahlonfamilyschool@gmail.com**
- Tuition, billing, school calendars please connect with the **Executive Director, Vanessa Kahlon.**
- All communication will be done via email through kahlonfamilyservices@gmail.com In the event of an emergency you can text or call, **Executive Director, Vanessa Kahlon.**
- Your student's educational program, progress, classroom events and activities, field trips and special classroom accommodations please connect with your son or daughter's classroom **Program Director.**
- KFS methodologies, training on KFS methods, extended school year program; please connect with our **Executive Director, Vanessa Kahlon.**
- Scheduling collaborative team meetings to address student needs, scheduling classroom and therapeutic observations; KFS and placement connect with our **Program Director.**
- Fundraising events, donations, volunteering, board recruitment, grants, legal issues, financial issues, outside providers, educational rights, state certification, student safety, suspension, educational contracts, admissions/placement, complaints/grievances and discharge procedures please connect with our **Executive Director, Vanessa Kahlon.**

Entrance and Exit Criteria

Admission and Discharge Procedures

Admissions

To ensure appropriate placement for potential students of KFS, the following guidelines will be used.

- Initial intake visit to potential student's educational setting, home visit, or student to KFS school site by the Executive Director.
- Consideration of potential student's behavior history
 - Behavior Plan
 - 1:1 staff support for behavior intervention
 - Marked aggression
- Consideration of potential student's educational history
 - Requires 1:1 to participate in classroom
 - Requires 1:1 to complete tasks
 - Ability to participate in group activities
- KFS team invite the potential student to visit the program
- KFS will communicate to parents and/or school district regarding admission status

Termination

To ensure appropriate exit procedures for students of KFS, the following guidelines will be considered and used.

- If the family parents and KFS are unable to work in partnership and have very different expectations concerning the type of programs at KFS, KFS will provide appropriate discharge notice to the family. The KFS team will prepare closure activities for the student.
- If student behavior interferes with the education of the student, or other KFS students, exiting student from KFS will be considered. A KFS team meeting will be convened to discuss findings and develop educational recommendations to be discussed with the parents. Possible alternative educational options will be considered in the discussion
- Failure to meet financial obligations.
- Failure to comply with school policies as outlined in the Parent Handbook
- Repeated hostile or abusive behavior toward staff or children.
- All visits from parents should be preplanned by the Executive Director.

Refunds

The KFS School maintains a policy of **NO REFUNDS**. The following condition constitute special circumstances.

1. If, after school begins, the Executive Director requests that your child be withdrawn, we may consider a prorated refund of any tuition paid.

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK
School Year 2016/2017**

I have read the KFS Parent Handbook. I understand the information and will follow the guidelines as stated.

PLEASE SIGN BELOW AND RETURN THIS FORM WITHIN THREE DAYS

My name and signature below acknowledge that I have read the Parent Handbook.

Printed name of parent(s)

Signature of Parent(s)

Date: _____

Signature of KFS Administrator

KFS is looking forward to working
with your Family!

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