

# KENTWOOD PREPARATORY SCHOOL

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## MISCELLANEOUS INFORMATION

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DRESS CODE  
SUMMER CAMP/SCHOOL

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### SCHOOL HOURS

School hours are 8:30 a.m. until 3:00 p.m. The school campus officially opens at 7:30 a.m. and there is no charge for early drop-off. Kentwood is not responsible for students being dropped off prior to this time, however, and does not recommend parents doing so. Parents will be charged for after school care beginning at 3:15 p.m. All parents must sign an after care agreement, irrespective of whether or not they intend for their child to be enrolled in after care.

### AFTER SCHOOL CARE

After school care is available until 5:30 p.m. For more information on times, rates, etc. please contact the school office.

### AFTER CARE SURCHARGES

Please bear in mind that after care ends at 5:30 p.m. sharp. Staff members are not compensated for after care past this time, and although parents may only be late occasionally, staff end up monitoring children on almost a daily basis. For this reason, parents picking up children after 5:30 p.m. will be charged at a rate of \$2.00 per minute with a \$25.00 minimum.

### PARENT COMMUNICATION

Parents will come in for updates on their child's progress on a quarterly basis (see school calendar for schedule). Teachers will also contact parents on an intermittent basis to touch base and parents are encouraged to communicate with staff through e-mail. In addition, parents are welcome to contact the school to arrange appointments whenever needed to observe their child's work, meet with a staff member etc. Please note that meetings must be arranged in advance so as to avert any potential scheduling conflicts. Kentwood also provides information via our "all call" telephone communication system.

It is also of utmost importance that any communication regarding changes in transport, medication, requests for missed work, lunches, tutoring etc. must go **directly** through the front office (and not the teacher). This will serve to avoid any miscommunications, and will assist in the efficiency of serving both parent and student needs. The school cannot be held responsible for information not relayed directly to the front office.

### ADMINISTRATIVE MEETINGS

Meetings with the school Administrator, Director and Principal are scheduled in half-hour blocks. It is imperative, therefore, that parents are prompt for their meetings. **In the event parents are more than 5 minutes late, Kentwood reserves the right to reschedule the meeting.**

### HOMEWORK POLICY

Homework has often been the source for conflict at home. No homework, therefore, is assigned until the student has the skills and motivation to work independently at home. Students will then be given a program that clearly delineates their responsibility and minimizes friction at home. Parents are instructed on how to provide guidance. For individual clarification on this policy, parents are welcome to contact us.

### CONCERNS

Parents are encouraged to contact us regarding any changes in the student's life, including medical, family changes or problems, dietary changes or problems, etc.

### DRESS CODE

Dress code is an integral part of the Kentwood program (see "dress code" sheet for additional information). Continual disregard for the dress code policy may result in the student not being admitted to class.

### MEDICATION

Administering medication, medication changes etc. are issues that warrant continual monitoring (see "permission to administer medication" sheet for additional information.)

### SUMMER CAMP/SCHOOL

Our summer camp program is designed to reinforce the skills students develop during the year. The same multidisciplinary staff works with the children in a more experiential environment, thereby adding a dimension to social skills and peer relationships. Programs are also available to help reinforce learning skills.

**COUNSELING/TESTING/TUTORING  
RECORDS / TRANSCRIPTS  
MAKE UP WORK  
WORKSHOPS  
ABSENCES AND TARDIES  
CELL PHONES  
FINANCIAL ASSISTANCE  
STUDENT CONCERNS**

**COUNSELING/TESTING/TUTORING**

It is highly recommended that students get a psychological evaluation approximately every three years. While Kentwood will endeavor to remind parents that it is time for an update, it is incumbent upon parents to take that responsibility. For any other additional information on the above areas, please feel free to contact us.

**MAILING OF RECORDS/TRANSCRIPTS**

Requests for records must be made in writing. Records/transcripts are mailed out on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month, with the exception of December and May (since staff are not available to complete records during these times). In addition, requests must be made at least 10 days in advance. In the event of the 2<sup>nd</sup> or 4<sup>th</sup> Thursday falling on a public holiday or when school is closed, the due date will fall on the next business day that school is open. The same aforementioned standards apply to forms handed in for completion for other psychologists, clinicians, potential new schools etc. **Kindly understand that we cannot make exceptions in this regard, as appropriate staff and time requirements are specifically allocated with our schedule in mind.** The initial coordinating and mailing of records is complimentary (1 time service). All remaining records (or even additional requests to mail new information) will incur a \$45.00 fee for each transaction.

**MISSED (MAKE UP) WORK DUE TO ABSENCES**

If a student is ill or absent for 5 days or less, Kentwood will not put together work packages for the student. Any missed work in these circumstances can be made up during homework clubs. If a student is ill or absent for 6 days or more, parents may request work packets. There will be a charge for this. In addition, parents must give at least 5 business days notice in order to give our staff adequate preparation time for these packages.

**PARENT WORKSHOPS**

Parents should notify the school well in advance if they are attending workshops, as some workshops do fill up quickly.

**ABSENCES AND TARDIES**

Please notify the school of any absence or tardy before 8:00 a.m. This helps coordinate our attendance lists, tutoring lists, and general planning. Three tardies will be considered one absence.

**CELL PHONES**

Cell phones can be a disruption in the school environment. In addition, cameras and recorders on phones (or any other type of similar device) can be a breach of confidentiality for other students, parents and staff. Any student found to have a cell phone on campus will have the phone **confiscated for six weeks (first infraction) and permanently (second infraction) (NO EXCEPTIONS)**. In the event a parent feels that it is imperative their child has a cell phone, the phone must be surrendered to the bus driver upon pickup or front office upon arrival to school, and will be returned to the student prior to departure of bus dropoff. Failure to adhere to these rules will result in loss of cell phone privileges and the phone will be confiscated. Any other device used to text or record will be subject to the same conditions and rules.

**FINANCIAL ASSISTANCE**

Parents needing financial assistance for transport or after care should contact the business office.

**STUDENT CONCERNS**

Part of the Kentwood Program is teaching students how to take responsibility for themselves, their actions, and their concerns. When students have concerns, they are expected to address it with their homeroom teacher or a staff member they are comfortable with. In the event they are not satisfied, they are expected to go to CPU (Central Processing Unit) to try and resolve the issue there. If they are still not satisfied, they are then expected to see an administrator, principal, or vice-principal. If at this point in time they are still not fully satisfied, they are then to request that the administrator, principal or vice-principal write a note to their parents stating that the problem was still not resolved. It is at this point in time that parents should tell their children they will get involved. The abovementioned system eliminates splitting home and school, helps problems get resolved in a faster manner, alleviates parental stress, and teaches the child valuable lessons in how to resolve difficult situations in life. Of course for serious concerns parents may contact the office whenever needed

**I HAVE READ, UNDERSTAND AND AGREE TO ADHERE TO THE ABOVEMENTIONED.**

\_\_\_\_\_  
PARENT NAME

Rev. 8/3/2011

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE