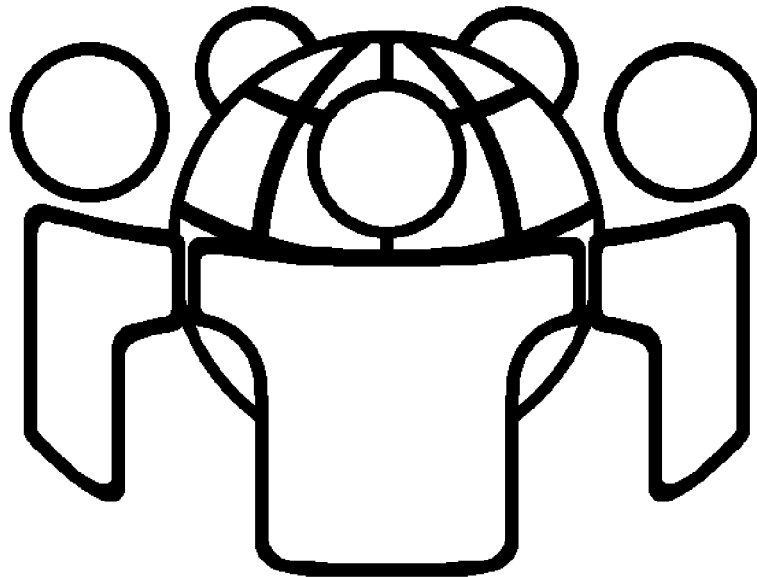


**WICHITA FRIENDS SCHOOL, INC.**  
**SUMMER PROGRAM HANDBOOK**

Revised 5-19-10



# Wichita Friend's School Parent Handbook

## Table of Contents

Philosophy of School	2-3	
Enrollment Procedures	3	
Finances	4	
Attendance	4	
Development of Christian Morals and Values		6
Peaceful Conflict Resolution Program	7	
Computer & Internet Policy	8	
Behavior in School	9	
Health & Safety	9	
General Policies	12	
Appendix:		
I. Field Trip Permission Form		

## Philosophy of School

### Mission Statement

**Wichita Friends School seeks to provide a high quality academic experience within a supportive learning environment that reflects the Quaker/Christian values of simplicity, peace, integrity, community and equality.**

### The WFS curriculum...

1) ... Reflects our belief that religion is an integral part of education.

The values and practices of WFS will reflect those of the Religious Society of Friends. Quakers believe that there is that of God in every person and that divine truth is revealed to those who seek it. Growing out of these beliefs is concern for:

- Personal integrity
- Spiritual growth and religious awareness
- Simplicity
- Social responsibility, justice and peacemaking
- Community
- Environmental stewardship
- Equality

2) ... Encompasses Pre-Kindergarten (4 years) to 6<sup>th</sup> Grade.

We meet the needs of children during their most critical learning stages by offering a rigorous and dynamic PreK-6<sup>th</sup> grade curriculum. By establishing excellence early on, students develop their full potential, preparing them for a lifetime of learning.

3) ... Educates the whole child.

The academic program develops in students the ability to become critical and compassionate thinkers, to communicate effectively, and to understand diverse perspectives. It engages students both creatively and intellectually, providing strong grounding in academics, the arts and physical education.

4) ... Calls for a variety of teaching methods and assessments.

Methods for acquiring knowledge and demonstrating understanding reflect the multiple intelligences of our students. The curriculum builds on the strengths of each child and enables students to be engaged in a developmentally appropriate education through a variety of approaches.

5) ... Encourages interdisciplinary learning.

From the belief that the whole is greater than the sum of the parts, we recognize the interconnectedness among disciplines. We seek ways to integrate and connect the subject areas.

6) ... Is rooted in community.

Community shapes learning. Students come together as learners continually building relationships through collaboration, cooperation and peaceful conflict resolution.

7) ... Strives for an awareness of racial, ethnic, economic and religious diversity.

Our students live in a world that grows more diverse as it grows more globally connected.

Attention is given to diversity and is explored in the context of community.

8) ... opens students to the needs around them and helps them create a positive response to change in our world.

With the foundation of values, skills, and knowledge developed at WFS, students gain awareness of the natural world and their responsible place in it and grow to see themselves as powerful agents in the local and global community.

### **Summer FUN! Mission**

The Summer FUN! Program seeks to provide a recreational experience which supports academic enrichment within a supportive learning environment that reflects the Quaker/Christain values of simplicity, peace, integrity, community, equality and stewardship.

The WFS Summer Program is designed to . . .

1) . . . Encourage learning through discovery and activity.

When students enjoy learning, learning becomes a lifelong process. Therefore we provide opportunities for fun where learning is the fringe benefit.

2) . . . Foster respect for each other.

Since God has created each person, special and unique, we strive to focus on the value instilled in each other.

## **Enrollment Procedures**

### **Application**

To enroll in Wichita Friends School Summer FUN! Program, parents must fill out an enrollment application and pay the application fee. Admission into Summer FUN! will be determined on a first come, first served basis for all applicants who have completed the admission process. Group placement will be determined by both chronological age and developmental appropriateness. An interview with the Summer FUN! Coordinator or the Head-of-School may be scheduled as part of the enrollment process.

### **Waiting List**

When enrollment for any room is full, a waiting list shall be maintained. Should an opening occur, children will be enrolled based on the enrollment procedure and the date they were placed on the waiting list. Priority is given to families who have children presently enrolled, and to children of employees of Wichita Friends School.

## **Students with Exceptional Needs**

Wichita Friends School firmly believes in the quality of education for each child. To be able to offer quality, we have set aside certain standards to which we will adhere to enable us to deliver the quality we are seeking. Because of our limited capabilities in serving children with exceptional needs, we have identified the boundaries of those student needs, so that we may adequately serve each child. The boundaries include limiting our class size to twenty students and specific admission policies. Exceptional students will be admitted on a case by case basis. The admittance will be based on the nature of the disability, the tools the staff has to adequately serve this student, and the ratio of students with exceptional needs. Some additional testing may be required to help determine the admissibility of a student. The responsibility of the parent will be: any cost for additional testing, to cooperate in giving full information about the child involved and to conference with school personnel, when needed. When the class has reached capacity for exceptional students a waiting list will be maintained with admittance being granted to class as space becomes available.

## **Summer Fees**

General Tuition policies are as follows:

- Fees for the Summer FUN! Program may be paid on a monthly or weekly basis.
- Fees are due on the first day of the period.(1<sup>st</sup> of the month for monthly payments or Monday for weekly payments)
- Late fees, in the amount of \$30, will be assessed on the fourth business day following the payment due date.
- All late fees must be paid prior to the next due date of tuition payment.
- A \$15 fee will be assessed for all returned checks.
- Reservation of class space will begin when the entire enrollment fee is paid.
- All payments may be placed in the Tuition Box located in the front foyer. Please label all payments clearly.

## **Attendance**

### **Summer FUN! Hours**

Program hours are from 7:00 a.m. to 6:00 p.m. Arrival and departure time may vary within those hours. Most outings will not leave before 9:00 a.m. and will arrive back at the school by 4:30 p.m. When dropping off your child please escort them into the building. The Sign-In sheet for Summer FUN! is located in the front room and parents/guardians are required to sign children in and out daily. We prefer that the parents retain the security cards instead of letting the students keep them. This helps prevent lost cards and helps maintain our security.

### **Leaving School during Program Hours**

Notification from parents for leaving early may be made via a note, telephone call, or personal contact with the teacher or school office. Scheduled appointments (medical, dental, etc.) should be communicated in advance.

Please notify the school if unusual arrangements have been made. If parents telephone to authorize someone not on the list, they must give a description of the person. The staff may request to be shown ID by a person picking up a child for the first time.

## **Development of Christian Morals and Values**

### **Impacting our Daily Lives**

The spiritual development of each child is the focus of many of our daily practices such as peaceful conflict resolution, a discipline plan built on living out the Fruit of the Spirit and time set aside each day, as a school and as a class, to learn about God's presence in our lives and what it means to each person. While a time is set aside each day to focus on a devotional activity, it is the philosophy of WFS that this spiritual development permeates all that a student becomes and is not a separate subject.

Research has proven that conflict resolution skills increase the ability for moral reasoning. Although this is defined as a separate program, it impacts each child deeply and in abstract ways that build spiritual development. Our curriculum statement reflects our approach.

As stated in our discipline policy, our goal is to teach students discipline, which is imposed from within. One tool is to explore topics such as character development during worship and devotional time. By helping children develop character, based on the ideals of the Fruits of the Spirit, the need for punitive discipline can be decreased.

### **Peaceful Conflict Resolution Program**

Embedded in the philosophy of WFS is the desire for peaceful relationships in our school community. Our daily program, that teaches peaceful conflict resolution skills, uses a tool called face-to-face. A face-to-face is separate from any consequences that might be needed and is held after a disagreement has happened. This program is designed to have the children identify and carry out a solution that may keep the problem from reoccurring. As the children focus on resolving conflicts peacefully each day, it is our hope that these skills can transfer to problem solving outside of the school setting and will set a pattern for a life long strategy for peaceful solutions to conflict.

The steps for a face-to-face are listed below:

- ◆ Agree to the rules.
  1. Agree to work hard to find a solution.
  2. Listen and take turns talking.
  3. Use a respectful voice and face.
- ◆ Clarify the issue.
  1. Identify the behaviors that contributed to the conflict.

2. Use simple summary statements to describe the conflict.
3. Identify feelings that were felt during the conflict.

- ◆ Make a solution.
- ◆ Closure.

### **Computer & Internet Policy\***

The staff and students of Wichita Friends School are accountable for their behavior and communications while on the computers. WFS has the right to restrict access to materials that are controversial or inappropriate. We take precautions to restrict access to any controversial material; however, it is impossible to completely regulate computer and internet usage. Students and staff are accountable for their behavior and communications when on computers. Therefore before any student is allowed access to computers their parents must comply with this policy and the following guidelines.

All users are responsible to adhering to the following guidelines:

- ◆ Users will use computers only under the supervision of the staff.
- ◆ Users will only run programs or contact internet sites that are considered appropriate by the staff.
- ◆ Users will use the computers in a lawful and ethical manner.
- ◆ Users will respect the rights and privacy of others and use “school appropriate” language and pictures.
- ◆ Students will not alter any equipment or program, reconfigure hack or destroy any information on the computer.
- ◆ Students will not attempt to circumvent security systems or block anti-virus software.
- ◆ Students will not add any programs or passwords to the computers.
- ◆ Students will behave appropriately while on the computer.
- ◆ The staff reserves the right to review any file or program on the computers.
- ◆ The staff reserves the right to suspend or revoke computer privileges for not following the rules listed above.

\*WFS is currently developing and improving our technology area. As these improvements occur, we will apply more of these sections as they become applicable.

### **Responsibility**

Responsibility is an important character trait. To develop this characteristic in students, we expect each one to be accountable for his or her own actions and to be accountable for the group action of a class in so far as he or she is a member. It is the responsibility of the student to take care of property, his or her own, and that of others.

Students will be taught how to keep their school clean. They will learn how to maintain a calm and orderly environment that is essential for thinking and learning.

## **Behavior**

Fighting, foul language, and inappropriate behavior will not be tolerated at school. Students are not allowed to talk back to any adult. Such incidents will follow the discipline procedure outlined below.

## **Discipline**

The long-term goal of discipline at WFS is to teach students that discipline is imposed from within rather than from relying on external controls. Individual responsibility is stressed and is a pre-requisite to learning. When a student is unable to behave in an acceptable manner, the school and parents have a joint responsibility to cooperatively identify the problems and develop appropriate behavior goals. The child whose behavior consistently distracts other children in school may be asked to leave the school.

The responsibilities of students are:

- Staying on task
- Respecting the rights of others
- Allowing others to learn
- Taking care of supplies and furniture

A variety of discipline methods, according to the child's emotional and behavioral needs, will be used. Prohibited punishment of children would include:

- Corporal punishment
- Verbal abuse, threat, or derogatory remarks about the child or the child's family
- Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
- Screaming, threatening, and sarcasm

## **Health and Safety**

### **First Aid**

The school attempts to provide a safe environment, one that is free from accidents. First aid is administered at school for minor injuries. Accident reports will be sent home, as needed.

### **Illness or Injuries at School**

If a child becomes ill at school, parents will be notified. If the parents cannot be reached, the designated emergency person will be called. The child will need to be picked up promptly.

Students with elevated temperatures are not permitted to remain at the school for their own protection, as well as for the protection of others in the classroom. **As a safeguard to other children, please do not send the child to school for twenty-four hours following a fever.**

In case of an emergency, if neither the parents nor the designated adult can be reached, one of our staff will accompany the child to an emergency facility for treatment. A signed *Authorized Release Form* will need to be on file in the school office.

## Playground Rules

To help ensure the safety of all students, the staff of WFS implements playground rules. To help prevent injuries and arguments these rules should be followed at all times while on the playground. If a staff member witnesses a child not following our safety rules, consequences may be given. To eliminate as many problems as possible, WFS does not permit the following:

- Fighting
- Toys not approved by the school
- Wrestling
- Rock throwing
- Baseballs
- Weapons of any kind (including make believe weapons and violent games)
- Tackle football
- Bullying or shunning

Toys should not be brought to school unless previously approved by the teacher or staff on duty. The school is not responsible for lost or damaged toys.

## Security System

To help insure the safety of our students and the security of our building, Wichita Friends School has installed a security system. This system will be activated at all times. In order to enter the building you will need to have a card that will unlock the door, when scanned by the system. This card will be programmed to allow you access to the building on school days during normal school hours.

Every family will be given one card for access during the school year at no charge. Additional cards may be purchased for \$25 each. For security reasons, should you lose your card it is imperative you tell us immediately so we can deactivate your card. If you choose to replace your card, you will be charged \$25.

The door access system will be active 24 hours a day. If you do not have a card you will not be able to enter the building. **The teachers will not be able to leave their classrooms to open the door.** You must have your card to enter the building.

## Reporting of Suspected Child Abuse

Child abuse and/or neglect are an action or inaction that results in the harm or potential risk of harm to a child. As governed by the Kansas Child Protection Act, every person employed to provide child care services and licensed by the Secretary of Health and Environment is required to report suspected physical, emotional, or sexual abuse or neglect.

When a child is suspected of being a victim of child abuse, the employee noting such abuse should communicate with the Head of School or teacher in charge immediately. Documentation of the incident of suspected abuse shall be kept. The Head of School or teacher in charge will then contact the SRS child protection office or police department. It is the responsibility of all employees to report suspected child abuse. The Head of School or teacher in charge will notify a member of the Board of Directors of incidents and action taken. In addition, if a staff member is suspected of abusing a child, it must be reported to the Head of School.

Under state law, those who report suspected cases are protected by law from any personal or civil liability growing out of that report. Callers will remain anonymous. Wichita Friends School staff is not required by state law to notify the parent, guardian or the Head of School when reporting suspected child abuse.

### **Medication at School**

For the safety of your child, Wichita Friends School will cooperate with the physician or dentist in accordance with the State Department of Education when administering medication during school hours. Wichita Friends School requires a medication authorization form to be completed by the child's parents. Forms are available in the school office. This form needs to be filled out completely and turned in to your child's teacher along with the medication. **Please do not send medication to school in your child's backpack or lunch bag.** This is for your child's protection, as well as that of the other children and the school. Children will not be allowed to take any unidentified medication. All medications, prescription and non-prescription, must be in its original container with clear instructions as to dosage & how to administer it and must be accompanied by the completed form. Any over-the-counter drugs that are not for children (e.g., adult Tylenol) must be accompanied by a doctor's written instructions in order for us to administer it at school. This would also include a requested dosage that is more than allowed on the original container.

When it is necessary to administer medication during school hours, written requests must contain the following:

**Parents must certify that at least one dose of the medication has previously been given and no adverse reactions were experienced.**

### **Communicable Diseases**

Communicable diseases, chicken pox, strep throat, impetigo, ring worm, and head lice, etc., must be reported to the school office so that notices can be sent to other student's parents. Students cannot return to school until the condition is adequately treated according to Health Department regulations.

### **Substance Abuse Policy**

Smoking, use of alcohol, or consumption of any non-prescribed substance is not allowed by anyone at any time on school premises.

### **Open Door Policy**

Parents are invited to visit school anytime. Prior notice is appreciated. Check with the teacher if you wish to observe a specific activity or subject area.

## **Dress Code**

Students are expected to wear clothing appropriate for learning, with neatness, cleanliness and modesty as a guideline. The wearing of short shorts, halters, bicycle shorts, tank tops, and crop tops is prohibited. Clothing, back packs, lunch boxes & tattoos with inappropriate advertisement and/or messages (e.g., violence, liquor, smoking products, etc.) are not permitted. We request that the students' clothing be free of rips, tears and holes. The first infraction will result in the parents being notified by note. Parents will be asked to come and get the child if there are any additional occurrences.

Students are expected to have clean, neatly groomed, not extreme (dreadlocks, mohawks, or distracting styles) hair with a color naturally found on humans. Children will be asked to remove their hats inside the building.

Students are expected to wear shoes at all times. The students are asked to wear or bring a pair of tennis shoes to school on field trip days. For safety reasons we ask that these shoes fit properly.

## **Supplies**

In order to accommodate freedom with activities we ask that each child provide the following items to be left at school.

1. Sunscreen
2. Wide brimmed hat
3. Change of clothes
4. Tennis shoes/sneakers—closed toed
5. Beach towel
6. Bath towel
7. Bathing suit

**Please mark each item with your child's name.**

## **General Policies**

### **Change of Address and Telephone Number**

Due to emergencies we request address and phone number changes immediately. Remember to include daytime and cell phone changes, also. If your information is unlisted please notify the office and we will not publish it.

### **Telephone Usage**

Students are not allowed to use the telephone at school without permission from a staff member. Students are not allowed to use the phone to make after school plans.

### **Severe Weather/School Closing**

School closure due to inclement weather will be at the discretion of the Head of School. If the school closes during the school day, the parents will be alerted and they must pick up their children immediately. The following TV and radio stations will be notified; ABC (channel 10),

KSN (channel 3), & KWCH (channel 12). Radio; Entercom Broadcasting, KFDI, KTLI (light 99). Make up days will be scheduled as needed.

## Fire and Severe Weather Precautions

An evacuation plan is posted in each classroom for fire and tornado procedures.

- **Fire drills** are conducted monthly. Children go out the closest door and are taken a safe distance from the building.
- **Tornado drills** are conducted according to Kansas State Guidelines. Any time the National Weather Service issues a watch for severe weather in our area the weather will be monitored by the office.
- In the event of a **Flood**, children will go to the second floor.

## Transportation

Drivers shall be eighteen years of age or older and have proof of valid driver's license appropriate to the vehicle being used. A photocopy of the license and insurance that meets minimum state requirements shall be on file with the school.

Each vehicle shall:

- Follow the same route to and from destination.
- Carry a first aid kit supplied by WFS.
- Have in possession each child's Appointment of Agent, medical emergency and telephone numbers.
- Be equipped with an individual seat belt restraint for each child.
  1. Children ages 1 to 4 who are between 20 and 40 pounds shall be strapped in a safety seat in accordance with Kansas state law.
  2. Children ages 4 to 7 who are between 40 and 80 pounds or less than 4 feet 9 inches tall shall be strapped in a booster seat in accordance with Kansas state law.

## School Meals

Breakfast is offered for any student who arrives before 8:30. Milk and juice are offered with any meal. Lunches should be brought from home daily. Unless otherwise notified due to activity schedule, meals which need warmed are allowed. Lunches are kept in refrigerators until lunchtime and microwaves are available for heating. Students may not share food with others. If a child wishes to bring something to share, they must bring enough for everyone.

Parents, please provide **nutritional** lunches. The Health Department states that a nutritious lunch should include: a meat or protein product, a fruit, a vegetable, bread or an item from the grain group and milk or a dairy product. **Pop, Candy and Gum are not to be brought to school for lunch.** Emergency lunches are available when needed, the charge for that service is \$3.50.

## Grievance Procedure

When conflicts arise within the classroom, please follow the procedure below:

1. Present the problem directly to your child's teacher privately. (Not in your child's or another's presence).
2. If a solution is not reached, contact the Head of School.
3. If a resolution has not been reached, you may present the problem in writing to the School Board. The receptionist will advise you of the next scheduled meeting.
4. You may make a personal appearance at the Board meeting to present your issue but you will be asked to leave when the Board goes into discussion.

Concerns outside of the classroom (e.g., policies and procedures) should be taken directly to the Head of School.

**Wichita Friends School does not discriminate because of race, religion, or socio-economic background.**

## Appendix I

### Field Trip Permission Form

The Summer FUN! Program will be going on a field trip to \_\_\_\_\_

on \_\_\_\_\_. They will be leaving at \_\_\_\_\_ and will be returning to the school around \_\_\_\_\_.

Additional Information:

I give my permission for my student \_\_\_\_\_ to participate in the field trip as described above.

Signed \_\_\_\_\_ Date \_\_\_\_\_