



CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL

PREKINDERGARTEN PARENT HANDBOOK

MISSION STATEMENT

The Charlie Keyan Armenian Community School, (CKACS) Prekindergarten classes envelope the students that attend in the highest quality bilingual educational program which is developmentally appropriate. All students feel nurtured in the safe and caring environment.



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ADMINISTRATION

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TEACHING STAFF

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Ms. Arpine Hakobyan, PreKindergarten Aide
Mrs. Shoghik Jierian, PreKindergarten Teacher
Mrs. Kristine Ghazaryan, PreKindergarten Aide

CLASSIFIED STAFF

Mrs. Sossy Wairdian, Office Manager

CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL BOARD

Marshall Moushigian, President
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Karen DeOrian, Secretary
Christina Zakarian, Treasurer
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PARENT TEACHER CLUB

Asthik Sahakian, Chairlady
Marlyne Dutson, Co-Chairlady
Mary Baloian/Diane Messerlian, Secretary
Sose Avetian Days, Treasurer

108 N. Villa, Clovis, CA 93612

559-323-1955

www.ckacs.org

We are extremely happy that your child(ren) will be attending the CKACS Prekindergarten. We are now NAEYC (National Association of Educators of Young Children) and accredited by the Accrediting Commission of WASC (Western Association of Schools and Colleges). Now that this is accomplished we are on a road of continuous improvement to stay abreast of current trends in early childhood education . We provide the highest quality of program for your child. Our program values parent participation and the sharing of information about your child(ren). We will work with you to provide the highest quality early childhood experience.

Sincerely,

Zar Der Mugerdechian
CKACS Principal/Director

SCHOOL HISTORY

The Armenian Community School of Fresno was started in September of 1977. A group of community leaders under the leadership of Fr. Kourken Yaralian began the school in the basement classrooms of Holy Trinity Armenian Church. Since then, under the leadership of six principals, the school has grown. Mr. Charlie Keyan generously donated the funds to buy the present school location in Clovis almost 10 years ago. At that time the school's name was changed to Charlie Keyan Armenian Community School. The PreKindergarten became a licensed facility through the State of California, Department of Social Services in 2011. In 2014 the school was accredited by the committee on accreditation of the Western Association of School and Colleges (WASC). That same year the National Association of Educators of Young Children (NAEYC) awarded the PreK and Kindergarten with accreditation through their organization.

SCHOOL VISION

CKACS staff stays focused on the child and his/her family to fully understand and promote development in a safe and caring environment.

SCHOOL CORE VALUES

Understanding
Transparency
Involvement of Stakeholders
Inclusivity

ADMISSION CRITERIA

Our CKACS license with the State of California allows us to have students who are 2-6 years old. Our program only accepts children who can use the toilet independently. A shot record must be brought from the Physician. Proof of an annual physical must be brought to the office.

ADVOCACY

Parents are encouraged to regularly contribute to decisions about their child's goals and plans for activities and services. Families are encouraged to raise concerns and work collaboratively with staff to find mutually satisfying solutions that staff can then incorporate into classroom practice. Program staff encourages and supports families to make the primary decisions about services that their children need, and they encourage families to advocate to obtain needed services. Program staff uses a variety of techniques to negotiate difficulties that arise in their interactions with family members. Program staff makes arrangements to use these techniques in a language the family can understand.

ANTIBIAS/MULTICULTURAL CURRICULUM

Through literature books, games, music, foods or art the respect for and understanding of many different cultural and ethnic groups are learned about. Curriculum is carefully selected to ensure diversity so that they are free from race, culture or gender bias. Positive and accurate images of all are necessary in what is used. Teachers respond directly to children's questions concerning differences noticed in each other. Teachers will continue to develop skills and knowledge to work effectively with diverse families. A positive self-concept is encouraged with many activities. Discriminatory behavior or verbalization is not accepted in the classroom. Teaching staff counter potential bias and discrimination by treating all children with equal respect and consideration. They initiate activities and discussions that build positive self-identity and teach the value of differences. Staff intervenes when children tease or reject others. They provide models and visual images of adult roles, differing abilities and ethnic or cultural backgrounds that counter stereotypical limitations and avoid stereotypes in language references.

ATTENDANCE

CKACS believe that the student's success starts with punctual attendance. Please make sure your child is at school on time. Upon arrival/departure all parents/guardians must sign in/sign out on the designated form at the entrance of the classroom. Parents are responsible for picking up and dropping off their own child as we do not provide any transportation services. Throughout the day our staff will assure that all children, including those with disabilities, are accounted for. In circumstances where the parent/guardian appears incapacitated the staff will not release a child to them and will call for another authorized person to come to pick up the child.

- Parents are required to verify each absence by phoning the office on the morning of absences/have a note/or email. The telephone number is (559)323-1955.
- When coming early to pick your child up from school, please go to the office first.
- Parent or designated person (on the emergency card) must sign in and out each day.
- Each Wednesday, students will go home at 2:30 p.m.

BIRTHDAY PARTIES

Celebrating your child's birthday at school is a lot of fun. If you wish to send treats, please contact your child's teacher at least two days prior to the day.

BULLYING

All students at the CKACS deserve to be treated with respect and kindness. If at any time a child feels that he or she has been mistreated, they need to report the incident to their teacher or another adult on campus.

CHILD ABUSE REQUIREMENTS

CKACS and its employees comply with the reporting requirements of the California Child Abuse Reporting Law. All staff members are mandated reporters of any suspected child abuse (physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation). The School does not contact parents in advance of making a report to legal authorities, as prescribed by law. School staff will make such reports, with the Principal assisting, in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review.

CLEANING AND SANITATION

The CKACS preschool rooms are cleaned and sanitized every day according to the recommendations of the American Academy of Pediatrics to decrease the spread of illnesses and germs. Toys are also sanitized. We don't use air freshener or deodorizers for odor control. We use ventilation and sanitation.

COMMUNICATION

We have an 'open door' policy at our facility. We feel that close contact with parents about how the day went builds great rapport. Though morning or afternoon pickup times can be hectic, please stop and speak to us. Email or set up a phone conference or personal conference time with the classroom teachers, if you need more time to share. There is no question that is too 'insignificant' to speak to us about. We can only best understand and assist your child if we are given information about something that is affecting your child at home.

We also communicate through weekly newsletters that the teacher gives to you. The Director sends out a weekly memo to all parents via hard copy and email. On the Bulletin Board near the entrance of the classroom look for notices that are for parents. Notices and letters are sent home to inform parents about meetings, speakers and programs. A suggestion box in each classroom allows for parents to put their ideas in for teachers to read. A school directory is sent home near the beginning of the school year.

Yearly parent surveys will allow for input into how the program is functioning and ideas on how to improve the program. Through parent meetings and newsletters parents will be informed about the program. Through conferencing and use of the survey teachers will gain insight from families to help plan curriculum. We encourage family participation in program activities, however, there is no penalty if you choose not to. We have an 'open door' policy to involve parents in our program.

Please remember to check your child's mailbox and backpack daily for the printed information coming home.

CURRICULUM

Our program uses the Houghton Mifflin ‘Splash into PreKindergarten’ curriculum. It is consistent with our philosophy that addresses central aspects of child development. It provides a coherent focus for planning children’s experiences. It allows for adaptations and modifications to ensure access to the curriculum for all children. The curriculum guides teachers; development and intentional implementation of learning opportunities consistent with the program’s goals and objectives. Our curriculum can be implemented in a manner that reflects responsiveness to family home values, beliefs, experiences and language. The goals and objectives of the curriculum guide teachers’ ongoing assessment of children’s progress. The curriculum guides teachers to integrate assessment information with curriculum goals to support individualized learning.

DAILY SIGNING IN AND OUT

Please come into the room to sign in and out each day on the sign-in sheet provided in the classroom. The teachers will not allow anyone else to leave the center with your child unless they have been authorized by having their name on the emergency card or with a written note, or telephone call to the teacher for the child to be released. Noncustodial parents cannot legally be denied access to their child unless relevant court papers are on file in the school office.

DEVELOPMENTAL SCREENING

We will be getting to know each child and their development and skills during the year. We utilize both formal and informal methods of assessing a child’s progress. Methods to collect evidence of growth and development include: observations, work samples, photographs and formal assessments. Assessments contribute to program planning improvements, developing program planning and communication with parents. When informal assessments are used, they are combined with formal methods such as observation, checklists, and work samples to help describe a child’s developmental progress. Assessments are used to show individual developmental growth. Families are welcome to share relevant information with teachers which may help us to be more effective with our assessments. Communication with families about their child’s assessments is sensitive to family values, culture, identity and home language. The staff works to achieve consensus with families about assessment methods that will best meet the child’s needs. All information is kept in a secure place and is confidential. If there is a need for an outbound referral, this confidential information will be discussed with the parent and made available with proper consent forms completed. Our program works closely with a child care health consultant that may advise and give direction for the staff when needed. Staff members conducting assessments have all received training to do it in the correct manner.

AGES AND STAGES SOCIAL EMOTIONAL QUESTIONNAIRE(ASQ)

PURPOSE: The ASQ is a developmental screening tool that meets professional standards for standardization, reliability and validity, which identifies developmental progress in the areas of communication and language; cognitive skills, gross motor, fine motor, problem solving, and personal-social development; social emotional development and approaches in learning health and physical development. If results indicate the need for appropriate referrals to appropriate professionals, referrals will take place and be followed up by the staff.

PROCEDURE: The teacher will give the ASQ to parents to complete at home within the first 6 weeks of school. The teacher will complete her portion of the questionnaire. Parents are consulted for their observations of the child's abilities at home if any item on the assessment is in question.

RESULTS: The results of the screening are shared with parents. This screening is kept confidential. If there is a suspected developmental delay in one or more areas, the director will have a confidential conversation with the parent of the child to explain the concern, and suggest next steps regarding appropriate referrals for further assessment and acquisition of resources

DISIRED RESULTS DEVELOPMENTAL PROFILE (DRDP)

PURPOSE: The DRDP is an assessment that documents the level of development on a continuum separately for each individual child in the following areas: Self and Social Development, Language and Literacy Development, English Language, Cognitive Development, Mathematical Development, Physical Development, and Health.

PROCEDURE: The DRDP is to be completed within 60 calendar days of the child's first day of enrollment in the program and every six months thereafter. The child must attend the program ten hours a week or more. The teacher will usually complete the observations and gather evidence over a 2-3 week period. The parents are welcome to share information about their child.

RESULTS: The results will be shared with parents at the first parent conference in a confidential conversation. A written copy will be given to the parents. A copy of the second assessment will be given at the end of the school year.

PREKINDERGARTEN READINESS

PURPOSE: It allows the teacher to plan lessons according to the needs of each child based on mathematics, letter knowledge, colors and shapes.

PROCEDURE: The teacher completes this assessment with each child individually at the end of each quarter. Results are given to each parent in a confidential manner at the end of each quarter.

RESULTS: Children learn at a different rate. Lessons are tailored to meet the needs of each child based on areas not yet mastered. It provides a snapshot of each child's development and allows teachers to communicate to parents about their child's growth during conferences.

DISCIPLINE POLICY

The word discipline comes from the Latin word for teaching or guidance. Therefore, each child must be taught how to live peacefully with their friends at school. If a child misbehaves we need to understand that impulsiveness, lack of self-control, fatigue, overstimulation, stress, frustration, illness could be contributing factors. Nevertheless teachers of the prekindergarten classes need to teach the child how to express thoughts, emotions and words with regard to the behavior. Teachers will help children develop positive behaviors and relationships. We follow the guidelines for developmentally appropriate practices set by the National Association for the Education of Young Children (NAEYC). When a child needs to be redirected the teacher speaks to them about appropriate behavior. If a child continues to show challenging behavior (physical aggression, (hitting, biting, shoving) relational aggression ("You can't play with us") tantrums, testing limits, refusal to follow directions) the teacher will assess the function of the child's behavior and inform the Director and a conference might be deemed to be the next step for resolution to the situation. Teachers, families and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success through positive behavior support strategies. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. There might be a 3-4 minute 'reflection period' in the classroom if the teacher feels that will help the student to stop and be able to verbalize

what just happened to resolve the dispute. Teachers and staff members never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. Staff members never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.

DRESS AND GROOMING

Any apparel, hair style, or jewelry, even if not specifically mentioned below which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited. Hair styles which draw undue attention detract from the educational environment are not acceptable: ie. unusual designs, colors, mohawks, tails or unusual razor cuts.

All students in Prekindergarten are expected to be in uniform. Fridays are free dress days.

- No hats are allowed except for special events.
- One necklace, one bracelet and one ring are allowed.
- During cold weather days, a heavy jacket may be worn over the school sweatshirt.

Uniform top:

A collared white short or long sleeve knit shirt (a collared white blouse is optional for girls).

Uniform Bottoms:

Boys - Navy blue pants or shorts (shorts should be within 4 inches above the knee and not extend below the knee). The navy blue should not be faded. No blue denim pants are allowed.

Girls must wear the plaid skirts, jumper or box pleats which are available at Dennis uniform. Shorts may be worn under skirts.

Sweater and Sweatshirts:

Students are to wear the CKACS sweatshirt. Sweaters should be navy blue.

Socks and Tights:

Socks must be worn at all times. Socks must be in white or navy. Girls may wear white or navy tights with no ornamentation with a skirt or jumper over it.

Shoes:

Closed toe shoes must be worn. In the spring sandals with a heel strap are acceptable.

Uniforms may be purchased at Dennis Uniforms at 5186 N. Blythe Suite 101, Fresno, CA 93722, 276-5621

EMERGENCY INFORMATION

It is **imperative** that parents fill out **all necessary information requested** on the **Emergency Card**. Parents should immediately notify the teacher and school office in writing if there is any change of address, telephone number, place of employment, contact persons or other emergency card information throughout the year. **All persons who has parental permission to pick up the child must be listed on the emergency card.** It is extremely important to keep this information up to date.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency on our school grounds, in which students and staff must evacuate our school grounds, we will have as our primary evacuation site the First Christian Japanese Church next door. Parents will be notified by teachers/school staff by phone when that occurs. Please make sure we

have your cell phone number on file. We will have an evacuation practice with prior notice sometime in the fall. Students and staff will also practice safety procedures for fire, earthquake and lockdown practice during the school year.

ENROLLMENT

At the time of enrollment a packet will be given to parents that must be completely filled out prior to the student attending the CKACS Prekindergarten. Forms will include Physician's Report (LIC 701), Parent Report (LIC702), Consent for Medical Treatment (LIC 613A), Parent's Rights (LIC 995), and an enrollment application form. The completed Physician's Report (LIC702) must indicate a physical examination has been given within a year of enrollment and must accompany a copy of a child's immunization record.

All currently enrolled children are guaranteed enrollment for the following school year, provided parents turn in their registration form by the specified deadline. Payment of fees must be current in order to re-enroll a child.

For the current-year tuition rates please check the ckacs.org website or check with the office. You may pay by check, cash or credit card.

FIELD TRIPS

Permission slips are required to be turned in before the field trip date. Verbal consent is not acceptable. All drivers for field trips must have a completed insurance form on file along with a copy of the driver's license and insurance policy information. To ensure the safety of all children, please make sure that all the information on the consent forms are updated. The person that is responsible makes sure all children in their vehicle is using a car seat. All drivers are responsible for accounting for the children they are responsible for. Some of the field trips might have an additional fee that will be collected prior to the date. The teachers will inform you when those fees are due. In addition, community members or representatives of community agencies are invited to our parent meetings to discuss various pertinent topics.

HANDWASHING

When parents arrive at our Prekindergarten classrooms they need to take their children to assist him/her with hand washing. Parents need to take the time to make sure hands are washed and dried thoroughly. Sanitizer is not to be used by or for the children for the daily hand washing. We require that all people including staff, parents, children, volunteers, etc. entering the site to wash their hands upon arrival. All parents are required to sanitize their own hands daily upon arrival by either washing their hands or using hand sanitizer. Hand washing is the number one way to prevent the spread of infectious disease.

The program follows these practices regarding hand washing:

Staff members and those children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored.

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.

Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Adults and children in the program must wash their hands:

- a. Upon arrival for the day;

- b. After using the toilet or assisting a child with toileting'
- c. After handling body fluids (eg. Blowing or wiping a nose, coughing on a hand, or touching any mucous, blood or vomit);
- d. Before meals and snacks, before preparing or serving food or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- e. After playing in water that is shared by two or more people;
- f. After handling pets or other animals or any materials such as sand, dirt or surfaces that might be contaminated by contact with animals;
- g. After handling garbage or cleaning;
- h. Upon return to the classroom after outside play

Adults also wash their hands;

- a. Before and after feeding a child

Proper hand-washing procedures must be followed by adults and children. These include;

- a. Using liquid soap and running water
- b. Rubbing hands vigorously for at least 10 seconds including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails.
- c. Rinsing well;
- d. Drying hands with a paper towel; and
- e. Avoiding touching the faucet with just-washed hands (e.g. by using a paper towel to turn off water).

Staff wears gloves when contamination with blood may occur.

Staff does not use hand washing sinks for bathing children or for removing fecal material.

When food preparation sinks are used for other purposes, staff clean and sanitize the sinks before using them to prepare food.

Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresno potable water is used, and the water is changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained. Alternatively, fresh potable water flows freely through the water play table and out through a drain in the table.

HEALTH

The school endeavors to maintain a healthy environment for the benefit of students and staff. Parents' cooperation is expected. Children are supervised at all times within sight of a staff member. They may be out of sight of staff momentarily (ie. to use the toilet independently, or napping.) State law requires that a staff member greet children each day and look for signs or symptoms of illness. Parents are asked to be considerate of their own child's health, as well as that of the other children and staff members. Our program follows public health requirements to protect children from air pollution, asbestos and lead. All health and safety information collected from families are to be maintained on file in a centralized location. The files are kept confidential and current by updating as needed, but at least quarterly. The information is made immediately available to parents, administrators, teaching staff or other health professionals with consent from a parent or legal guardian.

- **ACCIDENTS**

Accidents do happen even though child safety is of utmost importance at our facility. Minor scrapes and bruises are cleaned and a bandage is put on in the classroom. For more serious

injuries the child is taken to the office for first aide and observation. Parents will be informed as soon as possible regarding the injuries. The teacher notes the incident in her Health Log if the injury requires medical attention, the skin is broken or a bruise is still visible.

- **AIR QUALITY**

CKACS receives daily updates on air quality the San Joaquin Valley Air Pollution Control District. Once this information is received, if air quality is deemed unhealthy, we will inform teachers to limit afternoon strenuous outdoor activities, including Physical Education.

- **EMERGENCIES**

All of our staff members have been trained in pediatric first-aid and CPR. However, if your child has a medical emergency CKACS will immediately phone 911 for emergency medical attention and transport to Clovis Community Medical Center, along with a call to the parent or guardian. Parents will complete a Medical Consent Form and insurance information which will be kept in the child's file and recorded on an Emergency Medical Card kept in the office. It is important for parents to update the emergency medical form. During transport, if the parent is not available, one of the staff members will escort the child.

- **FIRST AID**

CKACS knows that during the year there are student medical emergencies that may arise. CKACS staff members have been trained in CPR and First Aid. We will call parents if the situation warrants it. Make sure the Emergency Card is up to date so that we can get in touch with you. CKACS will determine if we need to call emergency services.

- **FOOD ALLERGY**

CKACS must be notified when a student has been diagnosed with a food allergy, especially those that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which your child is allergic, as well as the nature of the allergic reaction. Please inform your child's teacher, as well as the school office, of the known food allergy or as soon as possible after any diagnosis of a food allergy. When the school receives information that a student has a food allergy that puts a child at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

- **ILLNESS**

If your child becomes ill at school he/she will be brought to the office to be isolated, supervised and provided comfort until they are picked up. If a child has a fever, he/she is to remain at home. A child must be fever free for at least 24 hours prior to returning to school.

You must keep your child home if he/she has a symptom of a communicable disease. Parents are asked to notify the school promptly after their child is diagnosed as having a communicable disease. The school will notify all parents involved to alert them of their child's possible exposure. The child is permitted back upon authorization from the attending physician.

- **IMMUNIZATION POLICY**

Parents or guardians must provide the dates (month, day and year) of each immunization the child has received prior to registration. An immunization form is available in the office. If parents have a religious belief to not immunize their child, a signature is required for special accommodation for their child to be enrolled. If there is an outbreak children who are not immunized will be excluded temporarily.

- **LICE**

If lice infestation occurs within a classroom, parents will be notified by mail. If a child has nits in their hair, they may not come to school.

Having head lice does not necessarily mean a person is unclean.

Transmission can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats and sweaters.

Treatment consists of shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linen should be washed in hot soapy water and dried in a hot dryer at least 20 minutes.

- **MEDICATIONS**

Our program does not administer medication. If your child needs any type of medication a parent or guardian needs to administer it. The only medication that will be administered is emergency medications that would require authorization from the parent and physician with appropriate care plan before the medication can be administered. All of our staff has been trained in administering emergency medications. All emergency medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. All medications will be kept in a locked cabinet.

- **SMOKING/FIREARMS**

Our facility is entirely smoke free. No smoking is permitted on the property, including the parking area. There are no firearms allowed on campus.

- **TOOTH BRUSHING**

Our center provides oral hygiene care once a day when your child is in prekindergarten. We encourage parents to continue this practice at home.

LOST AND FOUND

The school has a lost and found area located in the office. Children who have misplaced personal clothing and other valuables should check the office. Coats, sweaters and other wearing apparel *should have the student's name on the label in indelible (not easily removed) ink*. Items not claimed will be given to a charitable organization at the end of the school year.

MEDIA

Your child may be photographed or videotaped at school by members of the school staff, by parents, or others for school use only. Please sign waiver that is in the enrollment packet to let us know if you give permission or not.

NAPTIME

We have naptime each day. Each child will have her/his own name labeled rest-time cot with a sheet. A washable, size-appropriate, labeled blanket needs to remain at school for rest-time and will be sent home for washing, as needed, but at least once a week. If the child desires to have a pillow, this needs to be brought from home. To prevent any spread of illness we will make sure that there is at least 3 feet of spacing between each child as they nap.

NUTRITION

CKACS provides nutritious hot lunches and snacks, provided at regularly scheduled times, that are cooked in our spotless kitchen. Meals are planned to include menu items from many different cultural backgrounds. Our program lunches are regularly evaluated by a nutritionist. We do not provide or allow hot dogs, whole grapes, nuts, popcorn, raw peas, hard pretzels, peanut butter, raw carrots or meat larger than can be swallowed whole. Monthly menus are sent home at the end of the month for students and parents to review and decide what days the student will eat lunch at school. The menus are posted in each class room for review. Lunch is \$3.50 per day, payable in the office.

If your child brings a lunchbox, bag or thermos, please label on the outside. We will gladly warm up food when necessary. The children have snacks each day. A calendar is placed in each room for parents to sign up on the day they wish to bring snacks for the class. Nutritious snacks such as cheese and crackers, fresh fruit, vegetables and dip, yogurt are desirable foods to bring.

We do not allow peanuts or products with peanuts to be sent for our snacks. We do this to protect the safety of our students with peanut allergies. Please remember to alert us to any food allergies. You will need to fill out a food allergy care plan so that the staff may carry out the plan.

Teacher's and aides sit down with the children to engage the children in conversation during snack and lunchtime.

PARENT PARTICIPATION

- **ANNUAL MEETING**

At the annual meeting in May parents, members of the community the CKACS School Board meet to plan for continuous improvement and building involvement in the program and broadening community support for the program. There will be present a person who can interpret for those need it. Parents are encouraged to run for office to be on the CKACS Board of Directors.

- **BACK TO SCHOOL NIGHT/OPEN HOUSE**

Back to School Night is held the second week of school and Open House is held in April. These evenings give parents/guardians an opportunity to see their child's work in their classrooms. It also is a chance to hear about the teacher's objectives, goals and purposes.

- **PARENT CONFERENCES**

The teachers will schedule parent conferences at the end of the first and third quarter to discuss the results of the various assessments given and the interpretation of the methods and how that information will assist in classroom planning. Parent schedules are considered when scheduling the conferences. Written assessment forms will be sent home quarterly. A parent can request to

have other conferences throughout the year at a time that does not interfere with the teaching day. This is done so that the conversation may be conducted in a confidential manner. Staff may use a variety of techniques to negotiate difficulties that arise in their interactions with family members. Program staff can make arrangements to use these techniques in a language the family can understand. Staff and families work together to help children participate successfully in the early childhood setting when professional values and practices differ from family values and practices.

- **PARENT FORUMS**

Parents are invited to meet with the School Board to give their input and suggestions for the betterment of the school and students.

- **PARENT WORKSHOPS**

Parent workshops will be held with special guests to speak on topics of concern for parents and children. We enjoy sharing their talents, occupations or hobbies with us. We enjoy working together to plan events during the school year. Program staff can make arrangements to have translators in a language the family can understand. Questionnaires will be sent home at least twice a year to promote another level of communication to be responsive to cultural differences and to help plan for services and practices.

- **PARENT PARTICIPATION PROGRAM (PPP)**

Parent participation is welcomed and considered necessary. Through the parent participation programs, parents may offer their services to assist in the classrooms, playground, cafeteria, field trips or special activities sponsored by the school. Each family must volunteer a minimum of 30 hours per year. For students attending part time, 15 hours of participation is necessary per year. A Parent Participation Program binder is located in the office with a page for each family. All families, regardless of family structure, socioeconomic, racial, religious and cultural backgrounds; gender; abilities; or preferred language are included in all aspects of our program, including volunteer opportunities. These opportunities consider each family's interests and skills and the needs of program staff. These hours can be accomplished by another family working participating in activities. If the hours are not completed by the end of the year, there will be a \$20. per hour charge added to the yearend fees. Hours over and above the required hours per year are not carried over to the next year.

- **PARENT – TEACHER CLUB (P.T.C.)**

The CKACS Parent-Teacher Club is an organization open to all parents. Every parent is encouraged to join in to plan events. Families' schedules and availability are considered as part of this planning. A close feeling of partnership prevails between the school and the families it serves, which relates directly to the enthusiasm and accomplishments of CKACS children. The P.T.C. meetings are held each month at the school. The mission of the P.T.C. is to assist the school through supportive services, activities and funds. All parents are encouraged to support CKACS Parent-Teacher Club through membership and involvement. There are no membership fees to participate.

- **OTHER ACTIVITIES**

Labels for Education: Cut and count labels for redemption for school equipment.

Carnival: Set-up, tear down, work on and in booths, etc.

Christmas Program: Assist in practices, costumes and sets.

Classroom Aides: Assist teachers in classroom. Assist at home or in the classroom. Contact: classroom teachers.

Field Trips: Drivers are always needed to transport students on various field trips.

Library Assistant: Assistance is always needed to file books, repair and check-out.

Luncheons: Set-up, barbecue, delivery, clean-up, donations etc. Contact: PTC

PTC: A great way to become involved, find out what is happening at school, meet people and gain parent participation hours. One parent participation hour for each monthly meeting attended.

Room Mothers: Each classroom requires one or more room mothers to assist with field trips, class parties and various class activities, Moms serving in this capacity receive 30 volunteer hours. Contact: Individual teacher.

Special Events: From time to time the school will need some assistance not listed above. Please read the memos concerning such announcements. Also, if you have ideas on how you might assist the school, please call the office.

PARENT'S RIGHTS

Parents are encouraged to visit the school at any time (except nap time). We have an 'open door' policy for parents. All visitors must check in at the office before going to the classroom and get a visitor's badge. A statement of Parents' Rights is provided in the admission packet. It must be signed by you acknowledging that you have read and understand its contents.

PHILOSOPHY

The CKACS Preschool program has a philosophy based on current Early Childhood theory and research. ECE advocates creating a warm inviting atmosphere rich with stimulating educationally sound activities in which each child can grow to their potential. The family from which each child comes is important to acknowledge and to have open communication with. Children, teachers and parents work together to help create a powerful and successful educational program. With proper guidance children will learn that respect for others and positive relationships will foster cooperation with all. The CKACS Prekindergarten program will promote a love for learning in an atmosphere that is safe and caring.

PROGRAM

The hours of operation are 8:15 a.m. - 3:15 p.m. Wednesdays are an early release day and students leave at 2:30 p.m. Students may come for full day or half day, either, 5 days a week or at a daily rate. The CKACS Prekindergarten has two classrooms, named Arev (Sun) and Dzaghik (Flower). Both classrooms are multi-aged with 2-5 year olds. The staff is in a continuous training cycle to better strengthen their knowledge of excellent Early Childhood methods and techniques. The Houghton Mifflin 'Splash into Prekindergarten' will be used as the curriculum. This curriculum addresses central aspects of child development and is consistent with our philosophy. It allows for adaptations and modifications to ensure access to the curriculum for all children. It guides teachers' development and intentional implementation of learning opportunities consistent with the program's goals and objectives. The curriculum can be implemented in a manner that reflects responsiveness to family home values, beliefs, experiences and language. Curriculum goals and objectives guide teacher's ongoing assessment of children's progress. The curriculum guides teachers to integrate assessment information with curriculum goals to support individualized learning.

The program includes language arts, mathematics, science, art, social studies, library, outdoor play, health, nutrition and music and taught through numerous themes throughout the year. The staff will

send home newsletters, flyers, notes and send messages via email to inform parents about the learning program. In turn there will be provided many opportunities to share parent thoughts about their child's needs at school. Becoming aware of these ideas the staff will incorporate ideas into their curriculum and children's learning experiences. These opportunities will include parent conferences, newsletters, conversations, etc. Parent meetings will be held during the year to gain input from parents on activities and services their children would benefit from. It is extremely important for parents to share their perspectives about their child's behavior, developmental progress and learning styles and needs. Students, parents and teachers will go on field trips to participate in our community resources and activities.

The children are involved in at least two performances each year in which they will recite poetry, sing and dance.

With the window of learning peaking at this time in their lives, the students are immersed in the Armenian language. With their teachers and aides speaking both Armenian and English to them all children are enriched by becoming proficient in this ancient language. The learning of a second language validates the idea of being part of a world community with diversity being celebrated and encouraged.

The parents are a strong component in which good communication is fostered with formal and informal conferences concerning all issues about each child. Learning about each child from their parent's perspective is exceptionally important to the teachers.

PROGRAM NEEDS

Program staff are familiar with family support services and specialized consultants who are able to provide culturally and linguistically appropriate services. They use this knowledge to suggest and guide families to these services as appropriate. This assistance includes support for children with disabilities, behavioral challenges, or other special needs.

SCHEDULE

8:15-8:30	Opening with children at tables with puzzles, etc.
8:30-9:30	Children at learning centers (writing, drama, math, science, etc.) while teacher's work with small groups of children in math and language arts skills
9:30-9:50	Snack
9:50-10:30	Recess *weather permitting (Once a week to the library for story time-15 minutes)
10:30-11:00	Story time/ Armenian; alphabet, poems, songs
11:00-11:30	Sharing/ music/ physical education/health/science/choral music
11:30-12:30	Lunch and tooth brushing
12:30-2:30	Naptime
2:30-3:15	Quiet time activities and preparation for leaving

*Children have daily opportunities for outdoor play when weather, air-quality and environmental safety conditions do not pose a health risk. The Director received daily notifications from the San Joaquin Valley Air Pollution control District and follow their recommendations. When outdoor opportunities for large motor activities are not possible because of conditions, the program provides similar activities inside such as music, and movement, Hula hoops, bean bag toss, etc.)

Please check the school calendar for days when the school will be closed. There are specified minimum days identified on our school calendar. Wednesday dismissal time is 2:30 p.m. We close for one week prior to the start of the new school year for teacher training and preparation of the classrooms.

SPECIAL SERVICES

When Program staff suspect that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps and information about resources for assessment. If the child has a special care needs plan, please notify our staff with the appropriate documentation and the program will accommodate to the best of our ability. Some conditions that require a special care plan includes children with allergy, asthma, seizures, orthopedic or sensory problems or other chronic conditions that require regular support.

STARTING PREKINDERGARTEN

Talk to your child about school and the great activities that they will participate in with their friends. Children like to come to school, yet the separation from parents affects each child differently. Some children come into the classroom and never look back; others find it difficult to leave their parents without anxiety. Teachers are well prepared to help your child in a way that is best for him/her. It would be great to have you give confidence to your child by wishing them a great day and letting them know you will see them at the end of the day. When leaving your child it is often helpful to direct him/her to an activity in the room or to a teacher. The teacher will take over and begin building a relationship of trust and comfort. As the year draws to a completion those students moving on to kindergarten will have the following opportunities to help them make a smooth transition into kindergarten. Staff will give information to parent's concerning the Kindergarten programs in Fresno and Clovis Unified Schools. If the child is staying in our program, they will have an opportunity to visit the Kindergarten classroom and if desired participate in the Kindergarten Camp held during the summer.

SUPERVISION OF VOLUNTEERS

Parent volunteers are an integral part of our program. They add a connection to children's home lives that is vital to the quality of our program. We value their participation and contributions and want to make sure they know they are valued and appreciated. We want to encourage and facilitate parents being comfortable in joining the classroom environment.

We want to ensure that all families regardless of family structure; socioeconomic, racial, religious and or cultural background; gender; abilities; or preferred language are included in all aspects of the program.

If teaching staff learn that a parent has a special skill or talent, teaching staff should encourage parents to share their special skill or talent in the classroom with the children if appropriate.

Volunteers are given an orientation and information about the volunteer procedures and requirements their first time coming into the classroom.

Volunteers may help out in the classroom, read to children, conduct small group activities, minor cleaning, some prep work and play and interact with the children.

The teachers are responsible for providing guidance and supervision of all volunteers.

Volunteers are never permitted to be left alone with children (other than their own) indoors or outdoors.

Volunteers are never permitted to supervise children (other than their own) who are in the bathroom or to help children change.

Volunteers are expected to follow our guidance and expectations with all children (including their own while at school) as it is important that we be consistent in our dealings with children. It is not their job to make children follow the rules. They may remind a child of the expectations and rules and/or politely ask a child to follow the rules, but they are never to take disciplining into their own hands. If a child does not reply with a parent's request, parents need to be instructed to let the teacher or another staff member know and they will take it from there. In order to avoid confusing children, this applies to disciplining their own child while they are at school.

TELEVISION

Television will be used only to show short educational videos on topics of educational interest a few times throughout the school year.

TUITION

Please check with the office for rates, for other than daily.

School Year \$4,800.00 Full day - \$4,400.00 Half Day

No tuition discounts are offered in the Prekindergarten program.

YARD RULES

Children have daily opportunities for outdoor play when weather, air-quality and environmental safety conditions do not pose a health risk. The Director receives daily notifications from the San Joaquin Valley Air Pollution control District and follows their recommendations. Our program provides a shade structure to play under, however, we encourage children to wear sun protective clothing. Our program asks that parents apply sunscreen to their child before they come to school.

Our program only applies insect repellent on students only when the public health authorities recommend the use of it.

Use play equipment safely. Always keep trikes on the riding path. All children are required to wear helmets when riding on the tricycles to prevent injury.

- Students should take turns and share.
- All play should stop when the whistle is blown.
- Respect the safety of others who are playing.

PLEASE NOTE. While this handbook contains many of the policies, and practices of the CKACS, it is not an exhaustive list. Many of them are provided in summary form. If you have a question or concern about the school's policies, rules, regulations, or practices, please call the school office at (559) 323-1955. The school reserves the right to amend its policies, rules, regulations and practices during the school year.

2016-2017 CKACS SCHOOL YEAR CALENDAR

EACH WEDNESDAY SCHOOL IS DISMISSED AT 2:30 P.M.

Assembly each Monday at 8:15 a.m. in the MPR

AUGUST

Thursday, 18th

Monday, 22nd

Wednesday, 31st

Parent Orientation

First Day of School Assembly 8:15 a.m.

Back to School Night

SEPTEMBER

Monday, 5th

Wednesday, 21st

Labor Day Holiday - NO SCHOOL

Armenian Independence Day - NO SCHOOL

OCTOBER

Friday, 19th

Friday, 21st

Monday 24th-28th

Armenian Cultural Month Assembly

End of first quarter

Parent Conferences

NOVEMBER

Date TBA

Wednesday, 11th

Monday - Friday 21st-25th

CKACS Parent Forum

Veteran's Day Holiday - NO SCHOOL

Thanksgiving Holiday

DECEMBER

Friday, 23rd

Date TBA

Monday, 26th - Friday, January 6th

Minimum Day 8:15-11:30 a.m.

Christmas Hantes

Winter Break - NO SCHOOL

JANUARY 2016

Monday, 9th

Date TBA

Monday, 16th

Friday, 20th

Return to School

Private School's Spelling Bee

Martin Luther King, Jr. Holiday - NO SCHOOL

End of second quarter

FEBRUARY

Date TBA
Monday, 20th
Friday, 24th

CKACS Parent Forum
President's Day Holiday - NO SCHOOL
Vartanants Holiday - NO SCHOOL

MARCH

Date TBA
Friday, 31st

Peach Blossom Festival
Third Quarter Ends

APRIL

Wednesday, 5th
Monday 10th-17th
Monday, April 24th
SCHOOL

Open House
EASTER HOLIDAY – NO SCHOOL
Armenian Genocide Commemoration -NO

MAY

Tuesday, 2nd
Monday, 29th
Day -

CKACS Annual School Meeting
Memorial Day/1st Armenian Independence
NO SCHOOL

JUNE

Date TBA
Friday, 9th

6th grade Graduation and Hantes
End of Fourth Quarter
Awards Assembly
Minimum Day 8:15-11:30 a.m.



Charlie Keyan Armenian Community School
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MEDIA RELEASE FORM

Student's Name _____ Date _____

I am the parent/guardian of the above named student.

I authorize the Charlie Keyan Armenian Community School(CKACS), or any third party it has approved, to record my child's name, likeness, image, voice and performance through film, photograph, pictures, videotape, digitally or through any other process as part of any school activities. I further agree that any recording may be edited at the sole discretion of CKACS or any third party the school approves, and used in whole or in part by the School, or any third party the school approves, for any and all broadcasting, publication, distribution, training, audio/visual, or exhibition purposes in any manner or media, within or outside of the School.

I understand that I and my child shall have no intellectual property or other legal right or interest in arising from the recording in any way, including, but not limited to any royalty or other economic right or interest that could arise from any publication, broadcast, or reproduction of the recording or the activity or event.

I also agree to release and hold harmless the CKACS from and against all actions, claims, demands, lawsuits, damages, losses, expenses and liabilities of every kind or nature, including but not limited to reasonable attorney's fees, arising out of this activity, or arising out of or any use of the recording.

I understand this Form contains the entire agreement and understanding between the School and me and may not be amended unless mutually agreed to in writing by the School and me. I further understand that the laws of the State of California govern this form.

_____ I give; _____ I do not give permission for my child to be photographed during the 2016-2017 school year during school activities.

Parent/Guardian

Name(Print)_____

Parent/Guardian

Signature_____

CKACS PREKINDERGARTEN CONTRACT PAGE FOR 2016-2017

Please note that this page must be signed by Parents(or Guardians) The signed page will become part of the student's official file in the office.

The registration of a student to the Charlie Keyan Armenian Community School is deemed to be an agreement of his/her parents or guardians with the school, to fully comply with all the policies, rules, and regulations of the school, as outlined in the Handbook for the current year and as revised or supplemented during the school year.

- Ñ **Parent Participation Hours.** Each family(full time student) must complete a minimum of 30 authorized PPH hours by May 31, 2017. Those families with students attending part time must complete 15 authorized PPH hours. These hours must be posted in the PPH binder located in the school office. Final approval of hours will be made by a designated school official. Billing for hours not completed will commence on June 1, 2017. Parents agree to pay \$20.00 per hour for each hour which is not completed. Any amount due under this provision will be added to tuition. **Initial** _____

- Ñ **Withdrawal or Dismissal.** If a student is involuntarily dismissed or voluntarily withdraws from the Charlie Keyan Armenian Community School during the course of the school year, then the entire tuition and fees will be immediately due and payable. However, if a student is withdrawn for good cause, such as an unavoidable business transfer, then a tuition adjustment may be requested. Tuition adjustments are granted at the discretion of the designated school official. **Initial** _____

- Ñ **Tuition.** All 2016-2017 tuition and other school fees must be paid in full before the beginning of the 2017-2018 school year begins in order to enroll child/children in school. **Initial** _____

WE THE PARENTS(GUARDIANS) OF THE FOLLOWING STUDENT(S):

_____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

HAVE REVIEWED THIS HANDBOOK WITH OUR CHILDREN, AND AGREE TO COMPLY WITH ALL THE POLICIES, RULES, AND REGULATIONS OF THE CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL.

Mother's Signature

Father's Signature

Date _____

PLEASE RETURN BY - FRIDAY, AUGUST 26th