

Olive Knolls Christian

PRESCHOOL

2025-2026

Parent Handbook

6201 Fruitvale Ave

Bakersfield, CA 93308

Phone 661-393-3566

www.okcspreschool.com

License Number

150402264

Please walk alongside our staff as we

ENGAGE your child to learn.

free your child to EXPLORE.

and EMPOWER your child to thrive

Olive Knolls Christian Pre-School is operated by Olive Knolls Church of the Nazarene and is fully licensed by the State Department of Social Services

Olive Knolls Christian School

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Welcome to Olive Knolls Christian School. We are honored that you chose our preschool and are entrusting us to care for your child. We are excited about our program and pray that your child grows mentally, spiritually, physically, and socially. Our staff is devoted to the love, care, and nurturing of each child. We know that it can be a difficult time for parents to have to leave such young precious children, but at times there is no choice. It is our goal for you to know that your child is safe, secure, and happy.

Please be sure to thoroughly read the following pages. It is our belief that the Bible instructs the primary responsibility of a student's education and upbringing with the parent. The school's role is one of partnership with the parent. In order to have a successful partnership it is important that parents be in agreement with the philosophies and intentions of the school. Also, take the time to sit with your child and go over the general schedule of the day. If you haven't already, bring your child to the school to let him/her have the chance to see the classrooms, bathrooms, and playground. The familiarization of this will help the first day be less stressful---for both the child and the parent.

Again, thank you for entrusting us with your child!

Choose Joy,

Alicia Howard



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“ENGAGE, EXPLORE, EMPOWER” is the motto we are embracing at the Olive Knolls Christian School Preschool. We are implementing a style of inquiry, play, and academic learning by allowing students to explore a more hands-on learning style.

At OKCS Preschool, childhood is embraced, children are valued, and learning is a journey. We understand that *children are not cookie cutter learners* and need an environment where they can succeed by learning through an assortment of ways in which God intended for them. At our school, children are *nurtured and* loved by an experienced, educated, and caring staff. Exploring the Bible, Christian principles, literacy, math, science, and writing are included in our curricular activities along with learning social skills, songs, stories, and free play. After speaking to different educators, we are certain that your child will be prepared for kindergarten.

Please walk alongside our staff as we ENGAGE your child to learn, free your child to EXPLORE, and EMPOWER your child to thrive.

Mission Statement

The mission of **Olive knolls Christian School** is to provide families with a Christ-centered, biblically directed education which encourages the development of a personal relationship with God and which instills the vision and practice of excellence in academics, character, and service to God and others.

Statement of Faith

- We believe that the Bible is the inspired Word of God, and as such, it is the moral and spiritual authority of our lives.
- We believe that God is a Triune Being: Father, Son and Holy Spirit.
- We believe that God created the world and its inhabitants.
- We believe that Jesus was born of the Virgin Mary, conceived of the Holy Spirit.
- We believe that the Lord Jesus Christ died for our sins, according to the scriptures.
- We believe that all who believe on Him are justified by their faith on the ground of his shed blood.
- We believe that the responsibility of the believer is to glorify God by sharing the Gospel of Christ in all the world and to every creature.
- We believe in being filled with the Holy Spirit after conversion. This experience is both a cleansing of the heart and empowering for Christian service.

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Olive Knolls Preschool is open 7:00 AM to 6:00 PM, Monday through Friday.

Schedule of Activities

At scheduled times throughout the day, children will be diapered. Outside play is limited to weather conditions.

Toddler Option

7:00 – 8:30	Greeting, free play, group time, diaper change
8:30 – 9:00	Morning Snack, educational video, diaper change
9:00-9:30	Chapel
9:30 – 10:00	Developmental Centers/Arts and Crafts
10:00-11:10	Outside Play, Buggy Rider
11:10-11:45	Lunch/Clean up/Diaper change
12:30-2:30	Nap
2:30-2:45	Afternoon Snack
2:45-6:00	Development Centers, outside play

Two's

7:00 – 8:30	Greeting, free play, diaper change
8:30 – 9:00	Morning Snack
9:00-9:30	Chapel
9:30-10:00	Outside Play
10:00-11:00	Singing, felt board time, art, bubbles, puppets, stories, music and movement,
11:10-12:00	Lunch and Recess
12:00-12:30	Prepare for Nap, take students potty/diaper changing
12:30-2:30	Naptime
2:30-3:00	Snack/ Clean Up
3:00-4:00	Outside Play
4:00-5:00	Inside Activity
5:00-6:00	Clean up and play

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Three's

7:00 – 8:30	Greeting, free play
8:30 – 9:00	Morning Snack
9:00 – 9:30	Chapel
9:30-10:00	Circle time and Centers
10:00-10:30	Recess
10:30-11:15	Group time, Story, Inquiry Learning, Crafts, music
11:15-11:45	Lunch
12:00-12:30	Recess
12:30-2:30	Naptime
2:30-3:00	Snack/Clean up
3:00-4:00	Outside Play
4:00-6:00	Afternoon Group & Inside Play until picked up, when weather and daylight permit – outside activities

Pre-K (4 to 5 Years Old – Pre-Kindergarten)

7:00 – 8:30	Greeting, free play
8:30 – 9:00	Morning Snack and Bathroom Break
9:00-9:30	Chapel
9:30-10:30	Group time, Story, Centers, Inquiry Learning, Art, Science, Math
10:30-11:00	Recess
11:00-12:30	Getting ready for lunch, cleaning up, and Lunch
12:30-1:00	Recess
1:00-2:30	Naptime
2:00-2:30	Snack/ Clean up
2:30-4:00	Outside Play
4:00-6:00	Inside play until picked up, when weather and daylight permit-outside activities

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General School Policies

Supplies

***New Policy* For non-potty-trained students, diapers and wipes need to be provided from parents or caregivers.**

Clothing Requirements

- All clothing should be plainly marked with the child's name.
- Roomy, washable play clothes will be best for all ages.
- All children should come dressed for school and wearing shoes.
- Sweaters and jackets washable for play.
- Clothes should be easy for the children to undo so they can take care of bathroom needs.
- Children should not wear open toed or backless shoes.

New Policy Children should have at least two changes of clothing each day in their cubby. If your child doesn't have clothes and needs to be changed and IF we have EXTRA clothes available, a \$2.50 Charge for Pants and a \$2.00 Charge for a Shirt will be added to your Brightwheel account. If your child has an accident and we don't have extra clothes, you will be called to change your child. Please make sure the change of clothes you bring to leave in your child's cubby includes socks and underwear.

Bedding

Children staying all day are required to bring a crib sheet to cover their nap mat. ***New Policy*** If they do not have one, we can provide one but there will be a \$3.00 charge each day they are without one. Nap covers from home need to have the child's name marked on them. We recommend one blanket and one crib or cot sheet. The blankets and sheets are to be left here during weekdays and taken home on the last day of the week to be laundered and returned the first day of the following week. Because space is limited, small blankets and sheets are recommended---crib or youth size work best. Pillows are discouraged.

Toys

Toys are not to be brought to school at any time with the exception of a child's share day. However, on these days, toys will stay in the child's backpack or cubby and not allowed to be taken outside.

Signing In and Out

Parents are required by the state to sign children in and out each day using the Brightwheel Tablets or by scanning the QR Code provided by the check in table. Students must then be walked by the parent to their classroom, to a teacher on the playground, or in chapel. A person who removes the child from the center during the day, and returns the child to the center the same day, needs to sign in/out each time using Brightwheel. Children not properly signed in or out may be assessed a penalty fee by the state. Relatives including siblings under 18 years old may not sign siblings in/out. An attendance request for custody purposes is only available upon request by the court.

Students Leaving the Campus

Students will only be released to persons authorized to take students from the school campus as listed on the registration form and/or Emergency Contact form. If an emergency arises, please contact the school office with the necessary details of the persons taking your child from the school campus. Please make sure individuals picking up your child have their ID with them when they come to the office. You may receive a returned call verifying your call to have a child released to the person described.

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Inclement Weather

OKCS Preschool operates during normal rain, fog, cold, or hot weather. If other weather conditions occur, making it impossible to travel/drive, we will be closed. We are sensitive to the varied air quality and will limit outdoor activity. We also limit the outdoor play if its too hot or too cold. If the power goes out when the center is open you may only leave your child/children here for up to 90 minutes while other arrangements are made. Again, children must be picked up if the power will be off for longer than 90 minutes.

Emergency Contact Information

It is necessary that we have current emergency information in your child's file. It is the parent's/guardian's responsibility to notify the office of any changes. You should fill out a "Status Change Form" found in the school office as soon as you know that information has changed. When parents are called and informed that they must pick up their child due to illness, power outages, etc. they must do so immediately. Failure to comply could result in termination of your child and or making a call to CPS or the sheriff.

Potty Trained

Students must be potty trained by 3 ½ years old to remain at our preschool. Potty trained means: Knowing how to pull up and down their pants and underwear, wiping themselves, and communicating to a teacher they need to use the restroom. Frequent accidents may result in parents coming and changing their child or a break from the preschool. In addition, if a child that is being potty trained has 3 accidents they will be placed in a diaper or pull-up.

School Insurance

Our school carries student accident insurance. This policy covers any accident during school hours on the school grounds or while the student is engaged in any school activity. The student's personal health insurance is the primary insurance and the school's insurance is the secondary insurance. All accidents must be reported to the school within 24 hours to ensure that the necessary paperwork is completed.

School Calendar 2025

The following is a list of the days that the school will be closed:

Labor Day Veteran Day Thanksgiving (Thursday and Friday) Christmas Eve Christmas Day (For 2025 the day after Christmas we will be closed) New Year's Day (For 2025 the day after New Year's Day we will be closed)	President's Day Martin Luther King, Jr. Day Good Friday Day after Easter Memorial Day Friday before Summer Program begins Independence Day Teachers' In Service August (to be announced)
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Money at School

Money is not necessary for a child to bring. If your teacher is requesting money for a special party or lunch, please be sure to give that to the teacher or the front office.

***New Policy* School Snacks and Lunches**

A breakfast snack will be served at 8:30am and a light snack at 2:40pm. Please note that this is just a snack. Breakfast should be eaten before the child comes to school. We encourage a healthy breakfast. If food is brought from home, please let your child know this is not a time for sharing. Food allergies are becoming more of a problem and sharing food could trigger an allergic reaction. Although you will fill out medical information that is kept in the office, we ask that if your child has any food allergies to notify your child's teacher. Please make lunches healthy and NO sodas.

- **Morning and Afternoon Snacks will be provided by OKCS Preschool**
- **A voluntary meal plan is available for lunches.**
- **Sack lunch food items cannot be heated or prepared in any way**
- **If your child doesn't have a lunch, they will be provided one and a \$5.00 charge added to your Brightwheel account.**

Peanut Allergies

- Due to severe peanut allergies, we are a Peanut Free Preschool. All snacks and lunches brought from home need to be peanut free.

Health and Wellness

Physical Examination

The Department of Social Services requires a physical examination upon initial enrollment. The school desires to provide conditions that encourage cleanliness and good health practices among the children. A child **MUST** have the physical exam within 30 days of his/her enrollment (**TITLE 22 REGULATIONS**). If this is not completed the child will not be allowed to return to school until we have the physical form.

Immunizations

It is required that you bring your "Yellow California Immunization Record," a doctor's immunization or another official immunization record to verify immunizations. As your child receives more immunizations, please inform the office so your child's records will be current. Immunizations must be current at time of enrollment as determined by the set forth in the Health and Safety code Sections 120325-120380 and California Administrative Code, Title 17, Sections 6000-6075. You can receive a copy of this guide by asking for it at the school office.

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Health Services

First aid trained faculty/staff members are present at **Olive Knolls Christian School** for minor emergencies. If a teacher suspects a child is ill, the child is sent to the office to be checked. Parents are notified of the child's condition. Children ***not well enough to be in class must be picked-up immediately by the parent***. If your child has a fever or is ill, please keep him/her at home. For the protection of all the children in our school, we reserve the right to determine whether or not a child has been returned to school too soon following a communicable disease, such as pink eye, impetigo, chicken pox, head lice, etc.

Communicable Diseases

Immediately upon recovery from the following diseases, a child must have written consent from either a physician or the Health Dept., and may still be subject to school office approval for admittance back to school.

Measles, Mumps, Pneumonia, Whooping Cough, Chicken Pox, Pinworms, Scabies, Ringworm, Impetigo, Pink Eye, Hand, Foot and Mouth.

Medications

We do not dispense any medication at Olive Knolls. The only exception to this is: 1) diaper rash for toddlers– 2's and nebulizers/inhalers. In order for any staff to administer medications from a nebulizer or inhaler, necessary medical forms must be filled out by the doctor and parent. Please see the office for these forms.

If your child is well enough to return to school but is still on medication, parents must make arrangements to come to the school to give the medication. If your child is on antibiotics, please inform the teacher as this can cause some changes in bowel movements.

Amendment to our Illness Policy: Effective January 20, 2025

We are unable to allow students to stay in the office for an extended period due to the Department of Social Services regulations.

- One third of our program is outside, so a child who is not well enough to be outside, should not attend school.
- If a child has a fever of 100 Degrees or higher or any other symptoms of illness, he/she should not be sent to school, as it will then be necessary to call the parents to be picked up.
- **A child who has been sent home due to a fever must stay home the following day as well. They may return to school when they are without the need of a fever reducing medication for 24 hours. This will help ensure the child is free of infection and help keep our preschool safe from added illnesses. (For Example: your child is sent home Monday @ 10:30am they may not return to school until Wednesday @ 7:00am)**
- If you take your child to the doctor and he says he/she is not contagious, your child may return to school with a doctor's note but again the **preschool director may use their own discretion**.
- **Diarrhea is contagious. A child who has been sent home due to diarrhea must stay home the following day as well. (For Example: your child is sent home Monday @ 10:30am they may not return to school until Wednesday @ 7:00am)**

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- If your child has diarrhea through the evening, please keep him home for 24 hours free to make sure he/she is free of infection.
- If your child has diarrhea 3 times at school, we will call you to pick up your child.
- Any yellowish or green nasal discharge is usually a sign of illness. We will bring this to your attention if it seems to affect your child's well-being at school.
- If your child vomits through the evening, please keep him/her home 24 hours.
- If your child vomits while at school, you will be called to pick him/her up.
- At least 4 doses of antibiotics must be given or a 24-hour period for any type of strep or bacterial infection.
- When you are contacted to pick up your child due you will be given an ILLNESS REPORT, which you will initial and be given a copy.
- Health checks are conducted daily on each child as they arrive at school. If the teacher detects a fever OR observes a child being lethargic where he/she will not participate in class, parents will be asked to take the child home.

Absences

There are no make-up days for days that may be missed due to illness or other absences. There will also be no credit given on the child's tuition for days absent.

A parent can make arrangements to bring a child on a day that he/she is not normally scheduled to come. This is not always possible, as we are only allowed so many children per day. Please do not assume that your child can come on a day that is not his/her regular day. This MUST be cleared by the Director and you will be charged the daily fee that is written in the Tuition schedule.

Occasionally, it is possible to have a half day child stay for a nap if needed. Again, this must be cleared with the front desk and you will be charged a half day fee. Also, parents are responsible for bringing the sheets necessary for napping.

Notice to Quit

You must submit a two week notice in writing, to withdraw your child from school. You will continue to be responsible for tuition payments until the two weeks' notice is complete. If a two-week notice is not given, a pro-rated refund request will not be granted.

Caregiver Background Check Process

The California Department of Social Services works to protect the safety of children in childcare by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy childcare settings. California law requires a background check for any adult, who owns, lives in, or works in a licensed childcare home or center. Each of these adults must submit fingerprints so that background check can be done to see if they have any history of crime

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***New Policy* DROP-OFF Policy**

All Students need to be at the center by 9:30am. Any later disrupts the child from learning, playing, interacting with others, and can make nap time difficult. Exceptions would be if your child has an appointment. Children may not be dropped off at the curb. Parents must park, sign-in their child, and walk their child to the classroom. If class is in a different location, please walk the child to their teacher. Children are not allowed to walk the campus without an adult.

PLAYGROUND ACTIVITY

Teachers and aides supervise our playground at all times when children are at play.

BIRTHDAYS

YOUR CHILD MAY CELEBRATE HIS/HER BIRTHDAY AT SCHOOL IF ARRANGEMENTS HAVE BEEN MADE AHEAD OF TIME WITH THE TEACHER AS TO THE DATE AND TIME. REMEMBER ONLY ONE PARENT ALLOWED FOR THE CLASS BIRTHDAY PARTY.

The Role of the Parent

All parents want their children to find success in school and to be happy in the process. Fortunately, statistics tell us that the two goals are actually one and the same.

Statistics also tell us that parents play a major role in helping their children achieve these goals.

- Show genuine interest in all your children's school experiences.
- Set realistic goals based on your children's interests, abilities and personalities.
- Keep lines of communication open; take time to listen to your children.
- Encourage reading. Read aloud to your children every day.
- Help your children develop self-discipline by letting them make some of their own decisions.
- Expose your children to learning experiences such as museums, nature and even family conversations.
- Schedule your day. Children must arrive at school having had breakfast and in proper dress.
- Speak positively about the school, your children's teachers and education in general.
- Accentuate the positive. Look for work well done. Avoid punishment of comparison to other siblings.
- Encourage your children in their uniqueness. Each child has God-given talents, let your children be who God created them to be!

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DISCIPLINE AND GRIEVANCE POLICY

Discipline (Revised 2025)

The staff at OKCS Preschool is honored that you have chosen us to partner with you in the training of your child. Respect, good manners, responsibility, appreciation, and patriotism are only a few of the character traits taught by our qualified Christian staff. We believe an awareness of these principles and the life values they imply are of critical importance in a child's life. We further believe that a child needs to become responsible for his / her behavior.

Positive redirection is the first choice of discipline. We also have rewards to help promote positive behavior.

If a child willfully chooses to continue to disobey the rules, a time out is given. If misbehavior continues or harm has come to another child, the child(ren) is taken to the director's office. A discussion of appropriate behavior will take place. Time out might also be given.

If a child regularly exhibits harmful or disruptive behavior, a parent conference with the director will be requested. Our desire is, with combined efforts, that we will be able to affect a positive change in the child's behavior. If after an agreed time period, the child's behavior is not improved, as per our admission agreement, childcare at OKCS Preschool will be terminated. Our goal is to provide a safe and positive environment for all children.

If a disruptive or harmful behavior continues, a parent could be called. In extreme cases, if the behavior continues to be of a violent nature, such as biting or aggressive hitting, a child may be dismissed from the Center.

BITING

It is age appropriate for some toddlers thru early 3's to bite when frustrated. Although we do understand this, it is not an acceptable behavior at school. ***New Policy*** If your child has a biting incident, you will receive a phone call informing you of the situation. If there is one more biting incidence, you will be asked to pick your child up from school. We will expect your assistance in reinforcing that this behavior (as well as any other behavior that hurts another child) is unacceptable and must stop. If your child bites and breaks the skin of the other child, you will be called to pick up your child immediately. If the problem persists, your child will be excused from attendance at Olive Knolls Christian Preschool. Such times include, but are not limited to: aggressive biting, breaking the skin, parents not willing to work with the teachers.

PARENT CONTRACT

Any parent whose child is enrolled at **Olive Knolls Christian School** must agree to our discipline and training, as our teachers and administrators throughout the school will apply it consistently and fairly. God's word promises that if we ***"train up a child in the way he should go and when he is old, he will not depart from those ways."*** Proverbs 22:6

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Students must be willing:

- To learn respect for authority.
- To develop self-control through the immediate responses to and submission to the control of the Holy Spirit.
- To set one's ethical values by studying the Scriptures and observing others.
- To understand that submission is an act of the will and cannot be forced.
- To learn that one's ability to submit to family, school and others in authority affects their relationship with God and us.
- To learn that God can forgive and love despite our failures.
- To learn that God and forgiveness do not necessarily eliminate the penalty God or man extracts for sin.

The staff and administration fully understand that discipline is a continuous growth process characterized by normal occurrences of poor judgment. This understanding is evident by a generous display of love and forgiveness, but effective teaching/disciplining demands consistent application of clearly established rules and consequences. Parents and students should understand this process and should further understand that failure to respond quickly to reasonable correction will result in dismissal.

GRIEVANCE

In an effort to resolve all matters pertaining to curriculum, instruction, behavior, policy and procedure, the **Olive Knolls Christian School** Board has adopted a policy for resolving such matters. Upon review of all available facts, the administrator will consider all available options, reach a conclusion and make a decision on the matter. When a decision has been made the Parent/Guardian will be notified of the decision, and the action taken to resolve the matter.

Step 1 – Schedule and attend a Parent/Teacher Conference, if it has not already occurred. If this may create a potentially uncomfortable situation, this step may be omitted. Please note justification for this omission.

Step 2 – Attached to this form, the Parent/Legal Guardian will provide a narrative description of their concern. Please be specific in accounting all details pertinent to the issue.

(See Form: “**Request for Grievance Resolution**”)

Step 3 – Submit this form along with the attached narrative to the office of the **OKCS** administrator. The **OKCS** administrator will review the letter of concern and will consider all facts in the matter.

The Parent/Guardian will be notified of the **OKCS** Administrator's decision within three school days. If the Parent/Guardian is not completely satisfied with the decision, he/she may make a formal request to be heard by the **OKCS** Board after all other attempts to resolve the matter have been exhausted.

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Enrollment and Financial Obligations

Enrollment Procedure:

1. Olive Knolls Christian School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students.
2. Applicant's parents or guardians must agree to support school policies and procedures.
3. We are not licensed for Special Needs Children; applicants with special needs as determined by the State cannot be considered for admittance.
4. Upon completing the registration form and paying the registration fee, the preschool packet must be filled out in entirety. Parents or guardians must sign and date each page. **Included in this packet is the Physicians Form. This must be completed within 30 days of the child's admittance.** If it is not turned in within this period, the child will not be permitted to return to the Center until it is turned in; however, parents or guardian is still responsible for payment. Immunization records must also be submitted, and as immunizations are updated, the office must have a copy of these updates.
5. Parents must read our Parent Handbook and subscribe to and uphold the policies stated herein, which also includes our Statement of Faith and our Family Life Values Statement. Signing the registration contract confirms you have read this handbook.

Regarding Custody Issues:

A separate emergency form can be filled out for each custodial parent, should the need arise. Each parent may designate who may be allowed to pick up his/her child on his/her day. We are legally unable to refuse visitation or the privilege of picking up a child to a parent unless we have a certificate of custody or restraining order from the legal guardian with physical custody. It is the parent's responsibility to furnish a copy of the court order for the child's file. Should there be any kind of problem concerning custody at pick-up time, the sheriff will be called. If custodial problems continue to disrupt the Center, your child can be dismissed from our Center. Copies of signed in /out sheets can only be made upon written request from the court.

Finances:

- Several pricing variations are offered to accommodate a wide variety of community-based needs and frequency. A full fee schedule may be picked up in the school office.
- Tuition for three days per week is based on a Monday, Wednesday, Friday schedule.
- Tuition for two days per week is based on a Tuesday, Thursday schedule.
- Variations from the regular schedule could result in a \$50.00 Schedule Fee Charge.
- Full time hours are considered to be anytime between 7:00 AM to 6 PM
- Drop-In Fees will be added to your Brightwheel account if not paid by cash or check when submitting request.
- Half time hours are considered to be 7:00 AM – 12:30 PM.

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Late pick-up---\$2.00 per minute late fee charged for each minute past scheduled pick-up time. A continual late pick-up could result in the dismissal of your child from the Center. Please note that the late pick up also applies to half day students. Half day students **must** be picked up by 12:30.

Schedule and age classification changes must be submitted in writing by using a "Status Change" form and will only be applicable on the 1st of the month. Withdrawal from the program must be submitted in writing two weeks of the effective date.

DISCOUNT OPPORTUNITIES

- Multiple Children Families – Families having two or more children in Olive Knolls Christian School pay full tuition for the child with the highest rate and receive a discount for each additional child. 2nd child receives a 10% discount, 3rd child receives 15%, and so on to a 20% cap per child. This discount may not be combined and is not applicable to any other school related fees.
- Members of Olive Knolls Church of the Nazarene are offered a 10% discount.
- All Discounts: Check with the Business Office and Combining discounts cannot exceed 20% per Family.

Preschool Financial Agreement

Olive Knolls Christian School Preschool and the undersigned parents, by entering into this tuition agreement to enroll their child listed below, executed by the parents on the signed date below, agree as follows:

1. **Consent:** This agreement is entered into with mutual consent of Parents and the School.
2. **Enrollment deposit:** The School requires a \$150 non-refundable enrollment deposit to reserve a spot for the student in the new school year. The Deposit is not credited towards payment of tuition or fees. A materials fee of \$50 is also due upon enrollment. These can be charged directly to Brightwheel.
3. **Tuition and charges:** Parents agree to pay the full amount for tuition and fees. Any such modifications are only effective if set forth in a written amendment of this agreement, signed by Parents and the School. Tuition is due the 16th of each month unless otherwise specified (If your start date is after the 16th your payment will be due on your start date). All payments need to be set up for Auto Pay through Brightwheel.
4. **Late fees:** Parents understand and agree that a \$5 fee will be assessed for each business day that payment is not current.
5. **Additional fees:** Parents agree that additional fees for school services may be charged during the school year. Additional fees are due when charged and will be billed and payable through Brightwheel or paid directly to the school.
6. **Payment obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the school's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the school incurs in collection of Parents' outstanding balance.
7. **Early withdrawal/removal:** Parents must provide at least Two Weeks signed STATUS CHANGE FORM to the Preschool Director to withdraw the student. Tuition will be

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collected during the 2 weeks' notice period; Parents will no longer be responsible for tuition payments pursuant to this Agreement.

- 8. Payment agreement:** Parents understand and agree that most of the school's expenses and obligations are incurred on an annual basis, that financial commitments for School services are made based upon anticipated enrollment, and that the educational operating expenses of School do not diminish with the departure of some students over the course of the school year. Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from the School, Parents remain obligated to pay the amount of tuition set forth in sections 3 and 5 of the Agreement, consistent with the 2-week notice.

In all financial matters, communication is the key!

VACATION CREDITS

Vacation credits are only given three times a year: Christmas break, Easter break and summer. A notice will be sent home by the teacher in which the parent or guardian will need to fill out and return by the date indicated on the form in order to receive the credit. **Due to the billing process no late turn-ins will be accepted. Vacation credit is a 10% discount off of your monthly rate for the week your student will be absent. Vacation credit will be credited back to your account through Brightwheel. If you paid in full, a reimbursement check will be prepared for you.**

Vacation Credit Guidelines:

- You can receive **two discounted vacation weeks a year.**
- If you choose to take additional time off, your account will not be discounted and your payment in full will ensure that the space will remain open for your child when he/she returns.
- To qualify for the vacation credit, your child(ren) may not attend any of the days during the scheduled week requested; partial weeks will not be considered for vacation credit.
- **Vacation Credits cannot be used for illnesses.**

FUNDRAISERS

Our Fall and Spring pictures are a part of our fundraising efforts along with a Trike A Thon in the fall. The profit from these fundraisers goes towards the purchase of classroom materials and/or playground equipment. We may also participate in collecting items for outreach programs throughout the year.

From time to time you will see older students in front of the school selling various items such as Valentine grams, hot chocolate, pancake breakfast tickets, etc. These students are raising money for various reasons such as student government, Hume Lake, Washington DC. They appreciate your support, but it is up to your discretion to make any purchases.

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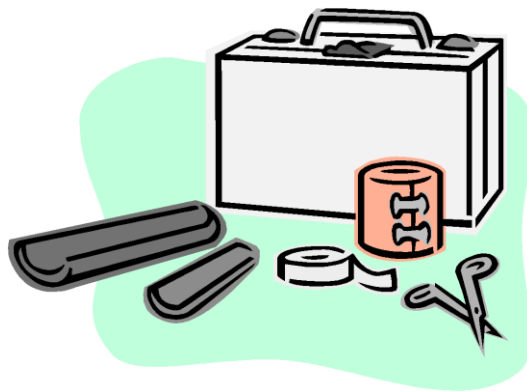
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PARKING LOT RULES

- **NEVER LEAVE A CHILD ALONE IN THE CAR.** This is against the law; if it is reported, you could go to jail.
- Please enter the parking lot from one of the two entrances (either END of the parking lot). The center is the EXIT.
- Please Park in a parking place when bringing your child to school or picking him up.
- Please drive very slowly in the parking lot area and watch carefully when backing out.
- Smoking is not allowed in the parking lot or anywhere on campus. This is a state law.
- Please do not allow your child to exit the facility without you. It is imperative that the parent/guardian hold the child's hand when traveling to or from the parking lot.
- Gates facing the parking lot are not to be used as an entrance for dropping off children. Teachers on the playground will decline requests to open them. All children and parents must enter through the front office.

DISASTER GUIDE

for
Teacher and School Employees
of
Olive Knolls Christian School



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Emergency Preparedness System

Designed to provide for the safety of students and employees in the event of any disaster. This guide provides school staff with the basic procedures needed to respond to different emergency situations.

All School Employees Are Disaster Services Workers

OKCS employees may be required to remain with students for long periods of time during a disaster. Employees are encouraged to have family emergency plans, which allow for their remaining on the job during a disaster.

Basic Disaster Response Procedures

All disaster responses will be one of (or a combination of any of) the following:

- EVACUATION PROCEDURES
- LOCK-DOWN/SHELTER-IN-PLACE PROCEDURES
- FIRE DRILL PROCEDURES

Please familiarize yourself with these basic procedures **before** a disaster occurs!

Responding to the Media

Only the designated spokesperson for the school shall comment to the media and respond to questions or concerns. Refer any questions or comments to the designated spokesperson.

EVACUATION PROCEDURES

The Teacher must:

1. **Lead the students to the door.** If you do not have students, report to the Command Center.
2. Take out your **class list, comfort packs and emergency backpack.**
Card on door if someone had to remain in the room.
Lock the door as you leave.
Evacuation routes are posted at all room exits.
Proceed with evacuation and first aid: Do not move anyone who is seriously injured unless it is absolutely necessary.
 - Students with major injuries are to remain in the classroom supervised by a teacher; children with minor injuries are to be cared for after evacuation.
 - If you stay with a student, use your team teachers (or aide) to evacuate your class. Check with team teachers in nearby classes when evacuating.
 - Teachers are in charge of all first aid for the students in their class group until the First Aid Center is established.
 - **Record any first aid given** to a child or adult regardless of how minor the injury.
3. **Take roll.**
 - Notify Command Center immediately of any student who is not with the class group, noting possible whereabouts (i.e., library, absent from school, left in the classroom with injuries, etc.)
 - If all your students are accounted for, send your emergency card to the Command Center.
 - If a student is missing, note it on the emergency card and send it to the Command Center.

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4. **Note on your class roster** the name, time and destination of anyone who, for any reason, leaves the class group to go to First Aid Center, Command Center, or Parent Release Center.

DO NOT RELEASE custody of children to any parent or guardian this must be done through the Parent Release Center.

5. **Provide calm leadership.**

- **Encourage students to talk** about their experiences and feelings. Talking is the best way for a fearful child to give expression to his/her concerns. Talking with students will provide them reassurance, and allow the anxious child the means to vent his/her fears.

FIRE DRILL PROCEDURES

Teacher's Duties

- **Close all doors and windows.**
- **Lead your students** to their designated area in the safety zone as soon as possible.
- **Keep students** in a **straight line** and **focused** on following your directions.
- **Take roll call** and make sure all class members are accounted for.
- **Instruct students in areas other than their classroom** at the time of a drill or emergency (i.e., restroom, library, office, gym, playground, etc.) to report immediately to their classes' designated safety zone.
- **Prevent students from re-entering** the building during the emergency or drill.
- **Remain with your students** until the "all clear" is given.
- **Become familiar with** the location and use of **fire extinguishers and alarm boxes** in your respective building.

LOCK-DOWN/SHELTER-IN-PLACE PROCEDURES

Safety and Security Procedures:

When the announcement is made for "lock-down," initiate the following procedures:

1. **Lock doors** as a method of controlling movement around campus.
2. **Close and lock windows, close shades** if possible, and **turn off lights.**
3. Instruct students and staff to **duck and cover** away from the view of anyone outside the room.
 - **Remain calm and still**
 - In the event of shooting or explosions, remain in the classroom until instructed otherwise by an administrator or law enforcement personnel.
4. **Retain students** until an administrator or law enforcement personnel gives and "all clear."
5. **If students are on the playground,** they may be directed to:
 - Report to their classrooms if time permits, OR
 - Go to the nearest classroom or shelter

BOMB THREAT

- Initiate EVACUATION PROCEDURES when evacuation signal is given.

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If an anonymous telephone call or written threat is received by school personnel regarding placement of bombs or other explosives in a building, the following procedures will be followed immediately:

1. Teachers will initiate **Fire Drill Procedures** unless otherwise instructed.
(Responsibility for excavation rests with the principal. The fire department or bomb squad shall take over the responsibility if they feel that the situation is dangerous. In any event, the building **should be evacuated immediately. Do no re-enter the building.**)
2. If a **suspicious object or package** is found – **DO NOT DISTURB!** Inform principal of its whereabouts.
3. **Avoid two-way radio communication** in the area.

BOMB THREAT PROCEDURES

FOR OFFICE STAFF AND ADMINISTRATORS

1. For threats received by Telephone:

- **Keep the caller on the line. Delay the caller** with such statements as, “I am sorry, I did not understand you. What did you say?”
- **Get as much information as possible** from the caller. **Ask:**
 - Where is the bomb located?
 - What time is it scheduled to explode?
 - Why has the bomb been placed in the school?
 - What does the bomb look like?
- **Note the following** if possible:
 - Sex of the caller, approximate age man or boy, woman or girl.
 - Voice quality: accent, peculiar speech.
 - Exact time call was received.
 - Background noises: music, motors, traffic.

The school secretary will **immediately turn off the clock and bell system.**

1. For threats received by Letter:

- Note the manner in which it arrived, and where it was found. Immediately place it in an envelope to aid fingerprint detection.

2. Notification of Proper Authorities

Immediately upon receipt of the threat, **notify:**

- Appropriate law enforcement agency (911)
- Fire Department
- District Office
- Kern County Superintendent of Schools

3. Search for the Bomb

An immediate search for the bomb shall be made by the:

- Fire Department or Law Enforcement agency.
- Custodial personnel with principal.
- If found, **DO NOT DISTURB.**

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CHEMICAL ACCIDENT

An overturned tanker, a broken fuel line, or accidents in a commercial establishment are all potential hazards. Warning of a chemical accident is usually received from fire or law enforcement officials or from civil defense officials. Such accidents could happen on or very near the school grounds.

If such an accident occurs, the following procedures will be followed:

- **LOCK-DOWN PROCEDURES, OR**
- **EVACUATION PROCEDURES** when evacuation signal is given.
If it is necessary to evacuate the area, move crosswind, never directly with or against the wind, which may be carrying fumes.
The principal or their designee will direct further action as required. Students and staff must not return to the school until fire department officials have declared the area safe.

EARTHQUAKE

General Directions

- Everyone should assume the **“DUCK, COVER, AND HOLD”** position (head tucked, with face covered by arms and hands) **under their desks, with backs to the windows.**
 - **Hold this position** until the **ALL-CLEAR** signal is given.
 - Children should be quiet and calm and ready to listen to directions.
- **If students are on the playground,** they should **report to the area assigned for their classroom** (elementary) or **homeroom teacher** (middle school) for fire drill, **if possible.** Otherwise, they should lie flat on the ground.
- If students are on their way to school when an earthquake occurs, they should move away from all buildings and tall objects and stop until the quake is over. Students should then proceed to school and report to homeroom teacher for further instructions.
- **Evacuate buildings when safe, and if necessary, use fire drill procedure.**
- **Teaches must remain with students** until directions are received from the office, principal or their designee.

EXPLOSION/THREAT OF EXPLOSION

Pull the school Fire Alarm, if it has not been done.

- Initiate **EVACUATION PROCEDURES** when clear or when evacuation signal is given.
- The **“DUCK, COVER, and HOLD” command** is to be given immediately in the event of an explosion at the school or within a school building.
 1. **Move** to a safe area and maintain control of students.
 2. If possible, and safety permitting, fight small fires.
 3. The principal will direct further action as required.

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4. Students and staff must not return to the school until fire department officials declare the area safe.

Threat of Explosion

1. **Sound the school fire alarm** to begin the **EVACUATION OF THE BUILDINGS**.
2. If possible, and safety permitting, fight small fires.
3. The principal will direct further action as required.
4. Students and staff must not return to the school until fire department officials declare the area safe.

FALLEN AIRCRAFT

If an aircraft falls near the school, the following actions will be taken:

1. Initiate **EVACUATION PROCEDURES** upon instructions or when evacuation signal is given, **OR**
2. Initiate **LOCK-DOWN PROCEDURES** upon instructions.
 - The **principal** (or designee) **will determine which emergency actions should be implemented**. Notify 911.
 - Due to possible explosion, students and staff must **remain at a safe distance** from the aircraft.

The principal (or designee) will direct further action as required.

FLOOD

The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken.

The principal may initiate any of the following emergency actions:

1. Evacuate the Building, **AND**
2. Assist with transportation of students and staff from school to a safer location as instructed by supervisors, **OR**
3. Provide care for students at school.

SEVERE WINDSTORM

If time and conditions permit, students may be sent home as directed by the principal prior to the windstorm emergency. If high winds develop during school hours without warning, do the following:

1. Initiate **LOCK-DOWN PROCEDURES**. Students and **staff** should **assemble inside shelters or buildings**.

2. **Avoid** auditoriums, gymnasiums, and other **enclosures that have long roof spans**.
If time and conditions permit, evacuate classroom that bear the full force of the wind.

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3. **Close windows and blinds; move everyone away from windows.** Avoid using doors that are being forced open or closed by the wind.
Take **roll call**.
Students and staff should **remain at school** until the winds have subsided and it is safe to return them to classrooms or send them home.

VIOLENT OR POTENTIALLY VIOLENT ACTIVITY

➤ **LOCK-DOWN PROCEDURES**

- **Immediately alert administration** to suspicious or unexplained persons.
- **Report rumors or threats of violent behavior.**
- **Report any weapons on school grounds** to the principal.

Procedures for personal safety and security:

As the situation dictates, it may be necessary to initiate “**LOCK-DOWN/SHELTER-IN – PLACE**” procedures:

1. **Lock doors** as a method of controlling movement around campus.
2. **Close and lock windows, close shades** if possible, and **turn off lights**.
3. Instruct students and staff to “**duck and cover**” away from the view of anyone outside the room.
 - **Remain calm and still**
 - In the event of shooting or explosions, remain in the classroom until instructed otherwise by an administrator or law enforcement personnel.
4. **Retain students** until an administrator or law enforcement personnel gives an “All clear.”

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EMERGENCY TELEPHONE NUMBERS

YOU MUST access and outside line then dial:

Fire.....911

Law Enforcement.....911

Medical.....911

Bakersfield Police Department – Non-Emergency327-7111

Environmental Health Services.....862-8700

Hospitals:

Bakersfield Heart Hospital.....282-7000

Bakersfield Memorial Hospital.....327-4647

Good Samaritan Hospital.....399-9758

Kern Medical Center.....326-2000

Mercy Hospital – Truxtun Ave.....632-5000

Mercy – Southwest.....663-6000

San Joaquin Hospital.....395-3000

Kern County Health Department.....868-0554

Kern County Office of Emergency Services.....391-7099

Meadows Field Airport.....393-7990

Poison Control.....800-876-4766

Public Utilities:

California Water Service Co.....396-2400

Vaughn Water Co.....589-2931

P.G. & E.....800-743-5000 or 324-3981

The Gas Company.....800-427-2000

Red Cross.....324-6427