



**KIMBERLEY INDEPENDENT SCHOOL**  
**CHILDCARE**  
**POLICY/PROCEDURE HANDBOOK**  
**2023-2024**

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## **Vision, Mission and Values**

### **Vision**

Build **K**nowledge

**I**nspire to Explore

Encourage to **S**ucceed

### **Mission Statement:**

Return vitality and enjoyment to a child's educational experience by providing an active natural surrounding that fulfills a student's fundamental need for exploration and discovery. Through their deepening relationship with the environment, we guide the child towards academic success, resilience, balance, and social growth. While following the BC curriculum KIS cultivates a deeper learning experience.

### **Values and Philosophy**

We serve students and families in our community from Child Care to Grade 7. Our affordable tuition ensures accessibility, thereby fostering economic and social diversity within the school. At KIS, students enjoy learning in small classes. They flourish from individual attention and interaction with their teachers, staff, classmates and volunteers. KIS encourages a lifelong passion for learning by listening to and attending to students' needs and interests. Teachers and other school staff build the students' confidence by allowing them to learn at their own pace.

The school strives to develop among students a sense of responsibility and self-discipline through age-appropriate guidance and authority. This builds students' awareness socially, emotionally, intellectually and physically. The school environment facilitates children learning to become responsible family and community members. The intent of the school's philosophy is to lead students to understand that their choices and contributions will influence the world, thus teaching them to act with integrity, enthusiasm and commitment.

We welcome children of all abilities. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs. We make changes to our daily program to meet the needs of each child.

## **Annual General Meeting**

The Kimberley Independent School Society annual general meeting will be held in October (date TBA). As part of the parent body that makes up the society we request each family send at least one representative to attend the AGM. Our bylaws require a percentage of the parent body to be in attendance in order to run the meeting.

## **Hours of Operation**

Childcare

Drop off 8:00am and 8:30am Monday to Friday

Pick-up 3:00pm

Extended Care

Pick-up by 5:30pm

Our administrative office is open Monday to Friday from 8:00am to 3:30pm. The school doors are open until 5:30pm for our after school childcare programs. Please enter and exit through the main doors at all times.

## Attendance

If a student will be absent for the day, please let the office know by phone or email

[frontoffice@kis.ca](mailto:frontoffice@kis.ca)

No child will be released until either parent or a legal guardian has signed them out or other persons listed on the registration form as an authorized pick-up person has signed them out. If a person comes to pick up your child that is not on the list provided to us, or we have no notification from the parent, the child will not be released. These rules also apply to our extended care programs

Child Care parents must sign their child in and out of class.

## School Arrival/Departure Policy

If you are intending on dropping off after 8:30am, please contact the office as our classes occasionally leave the premises.

Any student who has not been picked up from the school by 3:15 pm will be placed in Extended care and the parent will be billed a per diem cost of \$20/day, regardless of how much time is spent in Extended that day.

## Dress Code

1. KIS students may wear everyday attire.
2. Footwear is to be worn at all times – Please provide both indoor and outdoor footwear
3. Clothing must not contain profane, suggestive, illegal or racist slogans or images, nor those that promote unhealthy acts or lifestyles including alcohol, tobacco, drugs etc.
4. Our daycare spends a considerable amount of time outdoors, please provide weather appropriate clothing.

## Daycare Supplies

1. A change of clothing including socks and underwear
2. A water bottle
3. A lunch kit
4. Indoor shoes
5. Small pillow/blanket for cloud time

### Seasonal

Sun hat

Sunscreen

Change of mitts

Toque/Hat

Splash Pants/Ski pants

Weather appropriate jacket

## School Guests

All parents and guests entering the school (excluding pick up and drop off) must sign in at the office. In order to abide by fire code regulations, we must know how many people are in the building at all times.

## Student Code of Conduct

Expectations for students:

- Participate in all class and school activities in an attentive and cooperative manner
- Speak and act respectfully toward all teachers, parents, other adults and students
- Be respectful and considerate of oneself and others
- Be respectful of school property and the property of others

Conflicts are a healthy part of life and offer children an opportunity to learn about themselves and others. The manner in which conflicts are handled affect relationships with each other as well as feelings of safety and trust within our school community. KIS is committed to creating a school community that is based on respect, truth and consideration of others, and conflict resolution that is conducted with integrity.

## Parent Code of Conduct

As role models for the student's behavior, we expect parents will also conduct themselves in a manner consistent with the school's values, as outlined in the Student Code of Conduct. We recognize that parents are the first educators of their own children, and therefore have a right

and responsibility to actively participate in their child's learning. Parents are responsible for building close relationships with the principal and teachers to support the wellbeing of the students.

In keeping with our mandate of fostering a strong, supportive school community that reflects integrity and respect, we request that parents limit their in-school conversations to supportive interactions and take any areas of concern directly to the administrator. To respect the teaching schedule, parents are requested to promptly leave the school at 8:30am and continue their conversations outside the building.

The parent body helps improve the school and supports the school community through positive, constructive information sharing and problem solving. In the interest of protecting the school's reputation and the private information of individuals, parents are requested to not speak negatively about the school in public settings (including social media sites), but rather bring concerns to the Principal and if necessary the Board of Directors. In the event that parents are found to be communicating negative, confidential, or inappropriate information in relation to any staff member, board member parent or student, etc., they may be brought before the Board of Directors for an investigation and disciplinary hearing. Handling parent or other school concerns constructively and ethically is a priority at KIS, and role models ethical behaviour for the students.

## Personal Information Policy

KIS holds the privacy of our students, staff and parents in high esteem. KIS follows the *Personal Information Protection Act* in processing and maintaining all personal information.

## Communication Between Home and School

Open and regular communication is encouraged, as it allows all members of the school community to feel included and informed. Through good communication, members can provide valuable support and direction. KIS keeps parents informed of current issues via see-saw, weekly emails, bulletin board website and social media updates. Parents are expected to read all communications in a timely manner to avoid miscommunication and delays in processing permission forms. Where issues of a more personal nature arise, the individuals concerned will be contacted directly.

The Board of Directors and the Principal are committed to open and transparent communication. Staff, parents and students are encouraged to maintain regular communication. Staff members may be contacted by e-mail, phone or personal interview. If you wish to meet with the Principal or staff, please book an appointment through the office.

## Volunteer Hours

Families are required to volunteer 10 or 20 volunteer hours per year.

Childcare part time = 10hrs and \$100 deposit

Childcare full-time = 20hrs and \$250 deposit

The office requires this deposit at time of registration in the form of e-transfer, cash or a cheque post dated to June 1<sup>st</sup> the following year. We will reimburse deposit based on any hours completed. We will deposit your cheque if the full required hours are not met. Volunteer Opportunities are displayed on the bulletin board outside the office or by checking your emails. "Volunteer Hour Tracking" binder is located in the front office on the counter. It is the parent/guardians responsibility to update completed hours.

## Nutrition and Food Policy

KIS encourages a healthy diet. Please do not send candy, soda pop, chocolate and other junk food. Healthy children are better able to learn. In fact, children with healthy diets have improved brain development and mental abilities, increased self-esteem, reduced anxiety, and less depression and hyperactivity. Schools provide the ideal setting to enable children and youth to make healthy eating choices that support the realization of their individual potential.

### **Allergies – Nut Aware Environment**

KIS is a NUT AWARE environment. Please do not send your child with any nut products.

Microwave safe products for warming up lunches must be provided.

## K.I.S. ILLNESS POLICY

I NEED TO STAY HOME IF.....						
I have a fever	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been in a hospital
						
Temperature of 100 or higher	Whithin the past 24 hours	Whithin the past 24 hours	Body Rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage	Hospital stay and/or ER visit

### I AM READY TO GO BACK TO K.I.S. WHEN I AM.....

Fever free for 24 hours without the use of fever reducing medication. ie Tylenol, Motrin.	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever for at least 24 hours.	Treated with appropriate lice treatment at home and no sign of lice.	All redness and itching and/or crusty drainage has been gone for 24 hours	Released by medical provider to return to school/daycare
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### Kimberley Independent School Sickness Policy

K.I.S. asks parents to please keep their child/children at home or seek alternative care arrangements for the following situations in which an illness is preventing a child from participating normal activities and/or is taking up more of the caregivers/teacher's time from the other children than the staff ratio will allow.

Conditions for Exclusion:

- Pain – any complaints of unexplained or undiagnosed pain
- Fever (100 degrees F/38.3 degrees C or higher)
- Sore throat or trouble swallowing
- Severe itching of body and scalp
- Known or suspected communicable diseases
- Headache or stiff neck
- Yellow/green sinus discharge
- Diarrhea/Vomiting
- Scabies
- Head lice
- Shingles/Chicken Pox (open wounds)
- Hepatitis A
- Strep throat
- Impetigo
- Tuberculosis
- Measles
- Mumps
- Pink eye (with discharge)
- Ring worm
- Rubella (German measles)
- Whooping cough

Conditions for Non-Exclusion:

- Shingles/Chickenpox (with no discharge or covered wounds)
- Colds without colored phlegm

It is required to keep (or take) a child home when the child:

- Is suffering from one or more of the above symptoms/conditions
- Is not well enough to take part in the activities at school.

Ultimately, the care of the child is parent’s responsibility.

Parents will inform the school first thing in the morning if a child is staying home sick that day with a description of the ailments and/or within 24 hours of a diagnosis of a serious illness or contagious, communicable disease in the family. This is to protect staff and other families who attend the school.

Care of a Sick Child and Notification of Parents

When a child becomes ill, we will make the child comfortable in a quiet place where he/she can rest and will be closely supervised.

Parents will be notified immediately and agree to begin making alternative work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the registration form or the child’s doctor may be contacted, depending on the seriousness of the illness.

## KIS TOILETING POLICY

Revised: **October** 22, 2022

### WHAT DO THE KIS FACILITIES LOOK LIKE?

In each of the childcare classrooms, you will find 2 full-sized toilets with step stools available if needed. Although they are located inside the classroom, children are encouraged to visit independently with educators close by. To prepare your child so they are successful as well as comfortable, we ask that you begin toileting on a standard-sized toilet prior to them attending KIS. On a rare occasion, children may be encouraged to use a different program's toilets if they are in aftercare or in the yard adjacent to a childcare classroom, and we do our best to prepare them to build up their familiarity.

<b>FOXES HOLLOW</b>	<b>BEARS DEN</b>	<b>OWLS NEST</b>
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## WHAT DOES KIS TOILETING MEAN?

Entering a new school year, we understand that children will need a bit of time to adjust to their new environment, peers, and educators. Keeping that in mind, our toileting policy reflects a grace period at the beginning of September for all KIS Childcare Children. If we recognize any inconsistency in your child's toileting at the start of the year, or at some point in their journey with us, we will spark a conversation to work towards better supporting your child (our support plan is detailed below).

### Our definition of toileting is if your child:

- Is no longer using pull ups during the day or nap time.
- Can acknowledge and recognize when their body needs to go, with enough time to manage it appropriately (time to get to a toilet and/or pee tree etc)
- Can communicate their need to go with an educator.
- Can be independent in sitting, wiping and managing their clothes and have the ability to change their items if needed.
- Can be independent peeing/pooping outdoors (such as forest pees, forest poops(although minimal))
- Is able to regulate themselves within reason (our program is outdoors for up to 2 hours in the morning, and facilities or appropriate spaces are not always available).

## WHAT DOES OUR SUPPORT PLAN LOOK LIKE?

**Step 1:** Acknowledging the problem. Sharing with the family and moving forward on putting in place a plan to work with the family to support the child in their toileting. Consistency with family at home and childcare and working through the KIS community.

**Step 2:** If no support from family, sharing that KIS will be looking to other community resources that could potentially better support the family after exhausting all of our options.

**Step 3:** Still no success, KIS will support the family in sourcing out programs in the community that may be better suited to their child's developmental needs at the time.

## SUPPORT PLAN TIMELINE

2 Weeks - Grace Period (opportunity to flag toileting in children, build strength in transitions and recognize recurring incidents)

4 Weeks - Step 1: Connect with families, put in place strategies to move forward with within the KIS Community)

5 Weeks - Step 2: Reaching out to community resources, outside of the KIS Community.

8 Weeks - Step 3: Advise the family to seek out alternate programs in the community that may be better suited to their child's developmental needs at the time.

## Medication Policy

KIS School Society will only administer medication as prescribed by a doctor. Medication will only be administered in accordance with instructions and authorization from child's parents. Medication is kept in the office/staff room and is administered by the administration staff.

### Procedure:

Medication must be labelled and only from the original container or package with:

1. Child's name
2. Name of drug or medication
3. Dosage of drug or medication
4. Date of purchase.
5. Instruction for storage.
6. Instruction for administration:

A Medicine Administration Form must be completed at the office.

## Anaphylactic Policy

## **Definition of Anaphylaxis**

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect, medicine, latex, etc.

## **Purpose of the Policy and Procedures**

KIS is committed to taking a pro-active, positive position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the school.

## **Strategy to Reduce Risk of Exposure**

1. Foods which “may contain” nut warnings will not be served.
2. Parents are responsible to read all labels prior to sending the food item to school.
3. Staff purchasing foods on behalf of the KIS School must read food ingredients labels every time they purchase a product.
4. Any persons supplying food to the children will be notified of all life-threatening allergies.
5. All children and staff will wash hands before and after handling food
6. All surfaces will be cleaned with a cleaning solution prior to and after preparing and serving foods.
7. All cleaning supplies, medicines and any other products that may be of danger and / or commonly produce allergic reactions will be stored away.
8. Extra special supervision of anaphylactic children will be conducted during eating.
9. Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment on our Anaphylaxis Emergency Plan form.

## **Individual Plan and Emergency Procedures**

Prior to enrolment, the parent/guardian will meet with the administrator/staff to provide input for the child’s individual plan and emergency procedures. This plan will include but is not limited to:

Description of the child’s allergy Monitoring and avoidance strategies Signs and symptoms of anaphylactic reaction Staff roles and responsibilities

1. Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan (form attached to be completed by parent)
2. Emergency contact information
3. Location of Epi Pen
4. Physicians note for child to carry Epi Pen
5. Parents are requested to advise the administrator/staff if their child develops an allergy, requires medication and/or of any changes to the child’s individual plan or treatment. Individual plans will be revised yearly and as directed by the parent or physician.
6. Copies of individual plans are to be in each child’s file, emergency bags, and each child’s classroom.

## Emergency Protocol

- One person stays with the child at all times
- One person goes for help or calls for help
- Follow emergency procedures as outlined in child's individual plan
- Call 911. Have the child transported to hospital, even if symptoms have subsided. Symptoms may occur hours after exposure to allergen
- Administered Epi Pen is to accompany child to hospital
- Administered Epi Pen is to be given to hospital employee or child's parent for disposal
- One calm staff must stay with the child until parent or guardian arrives. The child's back-up Epi Pen auto injector should be taken

## Training

- Each school year, all staff will be trained by a health professional, and/or parent/guardian of each child. Parent/guardian with an anaphylaxis child enrolled in the school will train the child's teacher and assistant before the child attends class.
- Staff, students and volunteers must review the school's anaphylactic policy and any individual plans before they begin their employment and provide care and at least annually afterwards.
- Volunteers and students are not permitted to administer medication unless under extreme circumstances, e.g., "staff member is unconscious."
- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication during our annual first-aid certification
- Staff will conduct a check to confirm child(ren) have their required medication with them before each transition, (i.e., moving from the class to gym, leaving the school, etc.)
- The staff will be required to sign and date that they have received training.
- KIS school administrator will keep a log on file of all training dates, trainers and staff signatures

## Special Needs Services Policy

The Kimberley Independent School Childcare program works along with EKSCD East Kootenay does not provide Special Needs services as required, for identified students. The Kimberley Independent School will not cover the cost of student testing to determine Special Needs. Families must provide full disclosure of pre-existing conditions at the time of enrollment. Special Needs funding, if applicable, will be distributed as outlined in the Special Needs funding Allocation section.

## Field Trip Policy

Kimberley Independent School encourages teachers to enhance and deepen their students' experience of the curriculum through field trips. The academic, social, cultural and physical developmental goals of the curriculum are to be central to the purpose of the field trips. Students are likely to be involved in several activities during the year. The safety and wellbeing of the students and adults on the field trip are of primary importance.

### Guidelines

1. Teachers are to ensure that all the considerations of safety and wellbeing have been addressed and all the necessary preparations and precautions have been taken.
2. The same high standards of behavioural conduct are expected, as outlined in the Kimberley Independent School Code of Conduct. The Disciplinary Policy is in effect while students are on field trips.
3. Booking of Trips:
  - Trips will be booked approximately one month in advance, when possible, in order to inform parents of outings
  - Parents will be asked to volunteer as soon as possible before the trip
  - Parent volunteers and guest speakers, guides, etc. must have a criminal record check completed
  - Parent drivers must have a driver's license and a clean driver's abstract
4. Field trips will be kept within a reasonable cost.
5. The chosen field trips will have a direct and reinforcing effect on the students' studies, or offer opportunities for outdoor education, community service and/or character-building activities.
6. The agreement and cooperation of the students' parents is essential for the success of the trip. Parents must provide written consent in advance of the trip for students to participate and complete the Field Trip Medical Form for their child.

### Procedures:

1. The safety procedures and protocols on the attached forms are to be carefully attended to in preparation for the trip. Every effort must be made to ensure that the safety procedures are followed for the duration of the trip.
2. Teachers are to review with their students the standards of behaviour that will be expected of them on the trip. If the trip is in a natural setting, care and consideration of the environment will also be discussed.
3. Teachers will ensure they include the following in their supplies:
  - a. First Aid Kit(s)
  - b. Sick bags
  - c. Bucket
  - d. Mobile phone and that the office has contact number noted

e. A class list with all medical and behavioural issues noted. As well as all emergency contact details for each child.

f. The office should have full details of the following:

i. Route taken to the destination.

ii. The contact details of the destination.

iii. Nature of the outing

g. Medical information form should be given to each supporting adult relating to any of the children in their allocated group.

4. At least one staff member going on the trip will be First Aid trained.

5. Teachers will ensure that any preliminary or follow up work related to the trip is done. This does not have to take the form of a written activity

### **Local Field Trips**

During the year the teachers at the school take the children out in the community on local field trips. These trips are within a three-kilometer radius. These field trips are often spontaneous as schedules often change due to last minute changes such as weather. We ask all parents to sign an initial consent form allowing your child to participate in such outings and to use the school bus when necessary.

Our commitment to our parents:

- We will make sure all children are dressed appropriately
- All children will be under staff supervision at all times

## **Wellness Policy**

### **Background**

1) Goal: To ensure that there is a common application and understanding of the need for nutritional, physical activity, and mental wellbeing guidelines in our school and the resulting positive affect for the health and academic achievement of all students.

### **Nutrition**

**The Kimberley Independent School (KIS) community shall require that all foods made available on the school premise should offer children nutritious choices in accordance with the *Guidelines for Food and Beverage Sales in BC Schools and Eating Well with Canada's Food Guide*.**

a) Food as Rewards: The staff at KIS chooses alternatives to food and beverage rewards for academic performance or desired behaviour.

b) Food Served or Sold at the School: Food and beverages provided or sold by the school will follow the "Choose Most Often" and/or "Choose Sometimes" classification. This includes but is not limited to: food programs (Hot Lunch, taste-testing).

c) Celebrations, Events and Holidays: At KIS, "Choose Most Often" and "Choose Sometimes" foods and beverages will be used at all celebrations, events and holidays. As stated in the BC

Ministry of Health's *Guidelines for Food and Beverage Sales in BC Schools*, foods and beverages from the 'Choose Least Often' and "Not Recommended" categories are not suitable for distribution in schools.

Celebrations and holidays at KIS include activities that do not focus on food.

d) Lunches: Staff, parents, and students will demonstrate a commitment to healthy eating by including foods from the "Choose Most Often" and "Choose Sometimes" guidelines in the lunches that they consume at the school.

e) Fundraising: To support student's health and school nutrition-education efforts, school fundraising activities will strive to include food from the "Choose Most Often" and "Choose A Sometimes" guidelines.

f) Staff Role-Modeling: KIS staff recognizes the importance and impact that healthy role modeling can have on influencing student behaviours. All staff members are encouraged to choose food and beverages from the "Choose Most Often" and "Choose Sometimes" guidelines during school hours, school meetings and when interacting with students at school (e.g. staff will not drink soft drinks in the classroom or hallways.)

g) Education: KIS staff will provide nutrition education to the school community to foster lifelong habits of healthy eating. This includes but is not limited to health class, physical education class, and all school sponsored events.

h) Reverse Lunch for Elementary Students: In order to promote active play and then give students ample time to focus on eating, lunch time will occur after 20 minutes of recess activity.

## Physical Activity

**The Kimberley Independent School community shall require that Daily Physical Activity and active play be integral in our school schedule planning**

a) Daily Physical Activity: Every day students will receive at least 30 minutes and up to 45 minutes of activity in compliance with the Provincial policy, (i.e., sufficient to raise heart rates) including scheduled physical education.

b) School staff will report to parents on the attainment of the DPA requirement via report cards, as consistent with provincial guidelines.

## Positive Mental Wellbeing

**The Kimberley Independent School community shall continue to support the positive mental wellbeing of staff and students by:**

- fostering a positive social environment
- promoting cognitive, social, and emotional healthy development
- minimizing barriers to development and learning
- provide social/emotional support for students, families, and staff

In promoting positive mental wellbeing, the staff and students of KIS will experience a state of inward readiness for learning and growth; enhanced self-efficacy; heightened awareness of personal strengths and capacities; presence of internal and external protective factors; personal resiliency; and self-determination or self-actualization.

## Overdue Account Collections Policy

The Kimberley Independent School must have authority to collect outstanding balances on accounts in arrears. The aim of this policy is to collect overdue balances on accounts from families who have received educational services from KIS in a school year other than the current year from the date of notice.

The Kimberley Independent School will be seeking the following conditions from accounts that are overdue in previous school years:

- 30% minimum down-payment on the overdue balance.
- A monthly repayment schedule, to be received by KIS on the 1<sup>st</sup> of each month, beginning the following month after down payment has been received (Example 300\$ paid March 10, balance monthly repayment schedule to begin April 1<sup>st</sup>). It will be the sole discretion of the principal and Board of Directors to decide on an appropriate repayment schedule for each individual case following the 30% down payment.

*Account holders seeking to make a full lump-sum down payment on an account in arrears, or a larger than 30% down payment, are entitled to do so.* The Kimberley Independent School will be placing overdue accounts with a collections agency of their choosing if the following conditions are not met:

- No communication has been received by KIS within 30 days of distributing a 'Notice of Overdue Account' to those families in arrears.
- No payment has been made towards the balance, in accordance with the monthly repayment schedule, without communication of circumstances with the Kimberley Independent School.
- No payment has been made on an overdue account, in accordance with the monthly repayment schedule, for 60 days.

## FEE AND REFUND POLICY - Childcare

### **ENROLMENT ELIGIBILITY:**

Childcare students must turn three years of age by December 31<sup>st</sup> in the year they start childcare at KIS.

Students are required to be toilet trained prior to starting the program. Please see our Toileting Policy.

### **TUITION:**

Tuition for the next school year is set before registration in March and will be published 30 days before registration opens. Current Families will receive at least 14 days to register before opening to the public.

The Tuition total is per student for the year. When parents register they are committing to the entire year of tuition. Payment schedules are available to families.

**\*\* NOTE\*\*** Qualifying Student Grant Amount (Kindergarten, Elementary)

The tuition fees set are dependent on the school receiving the per-student operating grant and Childcare Free Reduction Initiative from the province of British Columbia. If this grant is not received, we would be required to increase fees by the amount of the grant. In the case of early withdrawal, reimbursement of the grant maybe required. In order to qualify for the provincial grant, parents must be permanent residents of B.C. and either a Canadian Citizen, landed immigrant or otherwise lawfully admitted to Canada and meet certain attendance criteria including exclusive enrolment in Kimberley Independent School programs.

#### **ADDITIONAL NON-REFUNDABLE FEES:**

1) In addition to the annual student tuition fee the following will be charged annually:

\$200 Registration Fee (this must be paid at the time of registration)

#### **OTHER FEES (Refunds will be based on a case-by-case evaluation):**

\$250 Volunteer contribution (dated June 1<sup>st</sup> of the following year).

Before and After School Care (if applicable)

#### **DISCOUNTS:**

##### **Government grants**

Parents can apply for government grants. When the school has confirmation of the grant the discount and refund will be processed. Please allow 10 working days for this to be processed after confirmation has been received.

#### **PAYMENT PLANS:**

Kimberley Independent School offers two payment options to ensure flexibility for all financial situations.

##### **Full Payment Plan**

A full payment can be made before September 31<sup>st</sup>. The remainder of tuition can be made at any point of the year, but 5 days will be required to finalise the final amount owing. The payment will then be required for the next billing period.

### Monthly Payment Plan

10 equal monthly installments of the Tuition Fees Payable paid by Pre-Authorized Debit (PAD), Etransfer, or cheques on the 1st of each month, beginning September 1st through June 1st (no payments July & Aug). All post-dated cheques must be submitted by September 1st.

### **INTERNATIONAL STUDENTS:**

Kimberley Independent School is able to enrol a limited number of International students who are not Canadian citizens or landed immigrants. Students must live with at least one of their parents during their stay. Fees would include the full tuition, the Ministry contribution, registration fee and volunteer contribution per year, non-refundable, payable by certified check or money order by Sept 1. Students must possess a valid student visa, proof of medical insurance, as well as a letter of acceptance and are expected to attend through to the end of the school year.

### **REFUND & WITHDRAWAL POLICY:**

#### Registration Fees

Registration fees are nonrefundable.

#### Tuition Fees

A child enrolled is expected to attend through to the end of the school year and parents should fully understand the annual financial obligation. By submitting an application for enrolment, you hereby agree that if a student accepted into the program is withdrawn *all tuition fees paid to date at the time of withdrawal are non-refundable*. If you opted for the Full Payment Plan your non-refundable tuition fees will be in accordance with the Monthly Payment Plan.

#### Volunteer Hours

Families are required to volunteer 20 hours per year. The office requires a payment of \$250 at time of registration via, eTransfer, cash or postdated cheque to June 1<sup>st</sup> of the following year (this year will be June 2024). For any families not completing the required hours, we will deposit your cheque and refund the difference. Volunteer Opportunities can be found on our volunteer sign-up website, by checking your Monthly Newsletter or emails from the principal. "Volunteer Hour Tracking" must be updated in the volunteer folder and is electronically updated by the office staff. It is the parent/guardians responsibility to inform the office staff ([frontoffice@kis.ca](mailto:frontoffice@kis.ca)) of completed hours. An update of volunteer hours completed will be sent throughout the year.

**Written notice of intention to withdraw a student from the school is required to be submitted by the parents/guardians to the Board of Directors and the Principal.**

Parents who wish to withdraw their child from the Kimberley Independent School Program, must do so in writing 30 days prior to the date of withdrawal (first of the month). Refunds will be based on the amount paid less monthly calculation of total annual tuition excluding discounts.

There will be no refunds for Kimberley Independent School students leaving after March 1st

**In the event that unforeseen circumstances (natural disaster, weather, labour dispute, etc.) force the closure of schools for an extended period of time, no refund of tuition fees will be paid by the program.**

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To cover bank charges and accounting & administration costs associated with processing late payments or insufficient funds for cheques and PAD Agreements, a charge of \$20.00 will apply to all returned cheques/PADs and late payments. The outstanding balance, including late payment fee, is due immediately upon notice.

Please ensure that you provide Kimberley Independent School with new post-dated cheques or updated banking information if you change your bank account.

As a not-for-profit society, the Board of Directors makes staffing and programming decisions for each school year in March based on projected revenue and expenses. The Board will take necessary steps to recover any losses occurred by nonpayment of fees owed.

#### CONTACT INFORMATION:

Please contact Louisa Neufeld at 250 427 1779 with further questions regarding tuition or payment plans.

## Anti-Bullying, Harassment, and Discrimination Policy

### Overview

Kimberley Independent School has a zero-tolerance policy for bullying, harassment, or discrimination. At no time will bullying, harassment, or discrimination of students or staff be tolerated. Bullying, harassment, and discrimination are regarded as a serious infringement of school rules and policy.

The safety and wellbeing of children in the Kimberley Independent School is of paramount consideration. Children deserve to be protected from abuse, neglect, bullying, harm or threat of harm. Therefore, KIS will ensure that children attending this school will experience a learning environment that enables every child to feel safe, accepted and respected. Kimberley Independent School will continuously develop strategies to make students feel valued, respected and connected within the school community. This will include the protection of the students' physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender

identity and expression, while remaining consistent with the independent school's faith-values, cultural perspectives and philosophical values.

The disciplinary policy will be enforced, and any matter being identified as bullying, harassment, or discrimination will be thoroughly documented and investigated. If deemed to be bullying, harassment, or discrimination the behavior will be punishable by suspension and/or expulsion from the school. If the suspended student will be returning to the school, a plan will be developed to prevent future bullying or harassment, promote stronger relationships, and a positive social environment.

Any behaviour that intimidates or exposes students or staff to physical harm, ridicule, hatred, or contempt can have a significant negative impact on the school environment. The school will not tolerate retaliation of any sort against a student who reports a concern (witnessed, rumoured, etc.). If a student is found to have made a false claim or accusation, they shall face consequences determined appropriate by the school administrator.

There is a growing concern about conduct called "cyber-bullying" that has had a profound negative impact not only on students' ability to learn in school, but also the school's status as a caring and orderly learning and working environment.

The KIS Codes of Conduct are informed by the *BC Human Rights Code*, which states that two of its purposes are to:

- "Foster a society in British Columbia in which there are no impediments to full and free participation in economic, social, political and cultural life of British Columbia," and
- "Promote a climate of understanding and mutual respect where all are equal in dignity and rights."
  
- Students' feelings of safety and belonging, including freedom from discrimination, can seriously affect their ability to learn in school. As the "Safe Caring and Orderly Schools: A Guide", states, schools should be places where students are free from harm, where clear expectations of acceptable behaviour are held and met, and where all members feel they belong.

Safe schools:

- Make it easy and safe for students and their parents to inform school authorities of safety concerns
- Make a "big deal" about bullying, harassment and intimidation

Caring schools:

- Enable parents to advocate for their children's well-being
- Enable students to help each other
- Promote appropriate adult-student relationships

Orderly schools:

- Plan for things to “go right” and are ready to respond appropriately if or when things “go wrong”
- Minimize distractions from purposeful learning activities
- Are characterized by a climate of mutual respect and responsibility

### **Procedures**

The administrator has responsibility for investigations concerning harassment, intimidation or bullying, and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

#### **Step 1**

Any harassment, intimidation or bullying, and acts of cyberbullying (complaints, rumors, etc.) shall be presented to the Administrator. Complaints against the principal shall be filed with the Board. All such information will be recorded in writing and will include the specific nature of the offense and corresponding dates.

#### **Step 2**

The Administrator receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be recorded in writing. The administrator shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

[A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Board.]

#### **Step 3**

If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The administrator will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Board Chair shall provide a written decision to the complainant’s appeal within 10 working days.

### **Definitions**

Bullying behaviour: a pattern of repeated aggressive behaviour, with negative intent, directed from one person to another where there is a power imbalance. Bullying behaviour is a type of harassment and intimidation. This aggressive behavior includes physical or verbal behaviour and is an intentional and purposeful act meant to inflict injury or discomfort on the other

person. There are three critical conditions that distinguish bullying from other forms of aggressive behaviour including:

1. Power: involves a power imbalance. Individuals who bully acquire their power through physical size and strength, including status within the peer group, and/or by recruiting support of the peer group.
2. Frequency: is repeated over time. Bullying is characterized by frequent and repeated attacks. It is this factor that brings about the anticipatory terror in the mind of the person being bullied that can be so detrimental and can have the most debilitating long-term effects.
3. Intent to harm: is intended to hurt. Individuals who bully generally do so with the intent to either physically or emotionally harm the other person.

Cyber bullying: bullying behaviour which is carried out through an internet service such as email, chat room, blog, discussion group or instant messaging. It can also include bullying through mobile phone technologies and new internet technologies in the future.

Harassment: any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person is an act of harassment. Of particular concern is such behaviour that persists after the aggressor has been asked to stop.

Any of the following behaviours could be considered harassment:

1. Condescending treatment that undermines another's self-respect, name-calling, teasing, disrespectful comments
2. Gossiping, spreading malicious rumours, "dirty" looks, social ridicule, public embarrassment
3. Social isolation ("freezing out" or rejecting others), exclusion from a group, threatening to withdraw friendship
4. Repeated unwanted communication
5. Unwelcome jokes, innuendoes, insults, or put downs, taunts about a person's body, disability, religion, attire, age, economic status, ethnic or national origin
6. Insulting graffiti directed at an individual or group
7. Unwanted and uninvited sexual attention, particularly when it is intimidating, hostile, or offensive to the recipient.
8. Intimidation: Intimidation is the act of instilling fear in someone as a means of controlling that person. For example, any of the following behaviours could be considered intimidation:
  9. Verbal threats: threatening phone calls, threats of violence against a person or property
  10. Physical threats: showing a weapon, jostling, threatening to punch, stalking or following
  11. Defacing or stealing victim's property
  12. Daring or coercing victim to do something dangerous or illegal
  13. Extortion (demanding payment or goods for a victim's safety)
  14. Inciting hatred toward a victim
  15. Setting up a victim to take the blame for an offence

## Disciplinary Policy

Our objective is to foster in our students the care, respect and consideration for oneself, other individuals and their property, and to enable our students to develop a sense of responsibility and self-discipline through age-appropriate guidance and authority based on the principles of the Kimberley Independent School.

### Guidelines for Discipline

#### Day-to-Day Discipline Issues

- Guidelines and expectations for students' behavior and actions in their class are consistent with the school's expectations as outlined in the Code of Conduct, and review them with their students.
- Consequences for not meeting expectations will be assigned by the classroom teacher and will be applied in the context of the student's transgression, the child's age, his or her temperament and the history of the student's behavioural conduct.
- Consequences may include an apology, a body break or a visit to the principals office. If deemed necessary, the teacher involved will contact parents to report the student's behavior.
- If a discipline issue is continual, the class teacher will contact the principal who will then contact the parents to discuss and issue possible solutions.
- In some cases of a more extreme nature, the class teacher and the principal may recommend an out-of-school suspension. The length of the suspension (not to exceed 5 days) and whether it warrants a Contract for Continued Enrollment will be determined at this time. The student, parents and teacher will be informed of the suspension and the teacher will make a written report.
- The Board of Directors will be informed of the out-of-school suspension at its next meeting.
- All inappropriate behaviour and resulting consequences will be reported to and documented by the student's class teacher and the principal, if required.
- Some students may struggle with impulsive behaviour and may or may not have a diagnosed special need. The school will strive to work with parents and other supportive professionals to ensure the student's needs are met.
- To ensure the safety of all students and allow educators to maintain a high quality of service. It is recommended that each classroom have no more than 2 students with special needs. The principal may modify the number of students with special needs per classroom, so long as safety and quality of learning are maintained. Factors influencing the number of students with special needs include: type and severity of special need, existing capacity in the classroom, meeting the needs of current students, obtaining additional resources to support the student with special needs.
- If a student requires additional professional assessments and/or supports and has become a danger to him/herself or others, that student may be asked not to attend school until the assessments are completed and adequate supports are in place.

## KIS Society Appeals Policy and Procedures

### Parents and Students

It is recommended that you initially speak to the teacher to try to resolve an issue. Then talk to the principal, and if there is still no resolution, which you are satisfied with, contact the Board of Directors in writing and then make an appointment to address them directly.

### Procedural Fairness

It is important to us as an organization the procedures followed in making decisions affecting students or staff members are fair and are seen to be fair. Fair procedures reassure students, parents and staff by providing integrity and consistency in respect to decisions made in the school, which in turn will help to avoid misunderstandings and disputes.

- If KIS is intending to consider a matter which may affect a person's rights, that person will be informed of the matter: the person will be given a reasonable opportunity to make oral written submissions to:
  - KIS Society on the matter being considered.
  - The person is entitled to know and answer the case against them, that is to say be informed of and given the opportunity to respond to all information submitted which might influence a decision, prior to the decision being made.
  - The person will be told the reasons for the decision.
  - KIS Society will act in a manner, which is unbiased, fair, and open-minded.

### Procedural Fairness Regarding Student Infractions

Students will be treated with respect and dignity and will know what is expected of them. KIS Society has a code of conduct and rules that are signed by both the parent and the students to ensure that they are aware of the expectations of the school.

The requirements of procedural fairness; depends on the seriousness of the matter being decided. At the low end of the scale, an informal meeting between the principal or teacher and the student will appropriately deal with a minor infraction.

A decision respecting the possible suspension or expulsion of a student will be considered at the high end of the scale because of the serious implications for the student. These cases call for careful observance of all elements of procedural fairness and a full hearing.

In accordance with school policy, a student who is accused of breaching a rule will be notified of that of which he/she is accused, with the essential facts of what he/she is alleged to have done. In more serious cases, parents will be notified.

An accused student will be given the opportunity to tell his/her side of the story in the form of an interview. This will then be recorded by the person conducting the interview and signed by the student. Where the incident is minor, the principal or teacher concerned can satisfy this. In more serious cases, the principal will become involved, and finally if the principal and

student/parents cannot reach a satisfactory decision, then the principal and/or parents/student may appeal to the Board of Directors in writing for a full hearing process.

### **Student/Parent Appeals**

In the case that a student and/or parent or the principal are not satisfied with the outcome of addressing a concern or issue together, they may appeal to the Board of Directors in writing for review of the issue. If a student or parent has concerns about the conduct of the principal, they may appeal to the “school official” on the Board of Directors for review, and possibly a full hearing. The Vice President and Chair of the Board in designated the “school official”. KIS

### **Full Hearing Process with Board of Directors**

- In selecting the persons to hear an appeal, the Board of Directors will avoid those who have a close out of school relationship, family ties, or adversarial relationship with the student or student’s family, or a staff member who is closely involved in the incident.
- Since Kimberley is a small community, it may be difficult to find persons who do not have an appearance of bias regarding a particular appeal. In such situations the school will appoint a person(s) from outside the school community to handle the appeal.
- The purpose of a full hearing is to give the student/parent the opportunity for a fair and unbiased review of the original decision.
- The process will be limited to a review of the procedures followed by the original decision maker to ensure fairness and correctness. The Board does not have the power to overturn the original decision unless the Board found that a procedure was unfair or incorrectly implemented. In which case the Board would review the decision.
- If the dispute warrants a full hearing with the Board of Directors, then the student/parent and principal will be given the opportunity to present their perspectives on the issue at hand.
- The principal and the student/parent will be asked to leave the room while the Board of Directors discuss the matter and come to a decision.
- The principal and student/parent will then return to hear the final decision.
- There will be no retribution for pursuing an appeal or review.

## **KIS Prevention of Harassment Policy**

Kimberley Independent School believes all employees and students have a right to work in an environment that respects the dignity, worth and basic human rights of every individual. We are committed to ensuring a school free of harassment. In pursuit of this, Kimberley Independent School will not tolerate any harassment within the school or on school property.

Kimberley Independent School is further committed to investigating any complaints regarding harassment, using the method of progressive discipline, up to and including the point of termination of child's enrollment for the perpetrator(s). Student dismissal can be due to both student and/or parent/guardian behaviours.

Canada's Criminal Code specifically lays out matters such as violent acts, threats, verbal aggression and behaviours such as stalking. In the event of any of the above, Kimberley Independent School will immediately contact the police.

## DEFINITIONS

According to the *Occupational Health & Safety Regulation and Workplace Insurance Act*:

"Harassment" means "any conduct, comment, display, action, or gesture that a) adversely affects a worker's psychological or physical well-being, or b) the actor knew or reasonably ought to have known would cause a worker to be humiliated or intimidated; harassment includes the act of intentionally causing harm through verbal harassment, intimidation or other more subtle methods of coercion, such as manipulation, including ignoring and isolating a person. For great certainty, harassment may occur in the absence of any intent to harm, humiliate, intimidate or otherwise harass a worker."

## POLICY

Kimberley Independent School will take all reasonable steps to eliminate bullying and harassment in the school, according to the *Workers Compensation Act*, to ensure the health and safety of every employee and student. Bullying and harassing behaviours include but are not limited to "verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours" (WorkSafeBC).

Kimberley Independent School encourages any of its employees/students who witness or who are victim to harassment to bring forward the information as soon as possible so that an investigation may immediately commence.

Kimberley Independent School will also not permit the creation of a poisoned school environment, as created by comments or any forms of conduct that are known to be unwelcome. Kimberley Independent School will investigate all complaints to prevent this poisoned environment.

In addition, any employees/students who experience harassment while in the course of work for Kimberley Independent School have the right to file a complaint without any fear of reprisal.

Kimberley Independent School will ensure that an investigation is conducted into any incidents or complaints of workplace harassment, as appropriate.