



# KENESETH ISRAEL PRESCHOOL

## 2012/13 REGISTRATION PACKET

### WELCOME

We know that deciding where to send your child(ren) to school is likely one of the most important decisions you will ever make. As caregivers, we know beginning with a solid foundation helps set the tone for future success. With that said, KIP strives to offer a formative experience grounded in both emotionally and academically-stimulating activities. Our goal is to prepare each student for the future that awaits them.

Thank you for taking a closer look at KIP. We encourage you to schedule an appointment view individual classrooms and to meet the teachers. If we can be of any assistance to you as you begin this journey, please do not hesitate to call on us!

Regards,

Shary Loewy Hyman  
KIP Director



## **PROGRAMS**

KIP offers specific programs geared for children ages 12 months through Kindergarten.

### **CORE**

KIP's core curriculum offers students of all ages opportunities in language and math readiness, science, foreign language, Jewish and multicultural overviews, music, creative movement and computer literacy. Our goal is to provide stimulating, diversified and social experiences for our students.

KIP follows the JCPS school calendar with additional closings for Jewish holidays. Please refer to the attached schedule.

### **EXTENDED DAY PROGRAMS**

For a nominal fee, parents may elect for their children to participate in the KIP extended day program. This program can be tailored to best meet your needs with end of day activities wrapping up at 1pm, 3pm, or 6pm. Depending on your selection, children participate in the following possible activities during the extended day program: lunch, recess, rest time, cooking, arts and crafts, games, story time and more.

### **SUMMER CAMP PROGRAMS**

KIP offer summer camp for ages 2-5 for an additional fee. Camp runs 7-8 and features a program similar to the traditional program but with more emphasis on free play and outdoor activities. Parents may tailor the program to meet their needs by registering for 1 week or for all weeks. The program runs from 8am to 6pm M-F with the exception of the day before the Fourth of July holiday.

### **OPTIONAL ACTIVITIES**

KIP is excited to offer optional activities for students either staying late or participating in the extended day program. These activities include ballet lessons, piano lessons and TumbleBus. All are provided for a nominal fee and are coordinated at KIP throughout the week, virtually eliminating any extra effort for parents.

### **STAFF**

We are proud to have some of the best staff in Louisville. Our teachers are well-trained in early childhood education and many have years of experience working with young children. Several have completed coursework at the university-level and a good number hold degrees in their respective fields. In addition, they continue their studies with supplemental coursework and in-service training not to mention CPR and First Aid.

But above and beyond training and degrees, we feel what truly sets them apart is their enthusiasm. KIP teachers bring creativity, skill and most importantly, passion to their job each and every day. Our culture encourages and celebrates a spirit of caring unmatched by most. Our teachers are the heart of our organization and their nurturing manner enhances your child's experience.

### **SCHOOL CALENDAR**

**KIP operates the preschool a minimum of 170 days per school year. If Jewish holidays fall during weekdays, additional days will be added to the calendar to ensure KIP is open at least 170 days.**



### **TEACHER CHILD RATIOS**

We offer teachers-student ratios well below the state mandated requirements. For the ITSY BITSIES, we have a staff to child ratio of 1:3. In the TWOs and THREEs, the ratio is 1:6. For the FOURs and KINDERGARTEN, the ratio is no more than 1:7.

### **COMMUNICATION**

At KIP, we feel communication is key. We offer opportunities for informal and formal communication which include, but are not limited to: daily conversations with staff, weekly notes and calendars, daily bulletins, monthly newsletters, parent conferences, as well as many volunteer opportunities.

### **RELIGION**

Jewish studies are an integral part our identity and we're proud to include the education and celebration of Jewish holidays, customs and culture. It is interesting to note though that the majority of our student body does not actively participate in Jewish worship outside the school and that KIP welcomes all students regardless of race, creed, color or ethnic origin.

### **OUTDOOR/PHYSICAL ACTIVITIES**

KIP offers exceptional indoor and outdoor environments geared specifically towards energizing recreational activities. Our games, equipment and free-play environments are size and age appropriate and offer children a great means of releasing energy while focusing on physical health and well-being.

### **COMMITMENT TO DIVERSITY**

At KIP, we celebrate diversity. Our student body as well as our staff represent many cultures, backgrounds and ethnicities.

### **SECURE FACILITY**

KIP is a secure facility. We issue parents access codes to entry to our facility, as doors are kept locked during normal school hours.



## REGISTRATION PROCESS

Registration for Fall 2012/2013 for current KIP students and their siblings begins November 29, 2011. All forms and registration fees are due by December 16, 2011 in order to guarantee your child's spot.

New student registration begins January 4, 2012. We urge parents who have children between the ages of 16 months through 5 years of age (as of October 1) to enroll immediately as classes will be filled on a "first come, first serve" basis. Any child enrolling in the 16 months class must be walking. Children entering the 3 year old class must use the bathroom independently.

## REGISTRATION FEE

A non-refundable registration fee is required for all students. This fee is \$225.00 for current students and \$275.00 new students. This fee covers all materials used throughout the year as well as teacher appreciation and holiday gifts.

## BILLING

Billing is handled on a monthly basis and invoices are sent home at the end of each month for the following monthly period. Billing is based on the days/slots for which each child registered and you are financially responsible for the entire period and all days. Billing for the core program is split over a 9 month period with the first month's tuition due no later than August 1. Other payments will be due: September 1, October 1, November 1, January 1, February 1, March 1, April 1 and May 1. **No payment due December 2012.** Extended day and breakfast programs are billed at the same time. Summer programs are billed prior to the start of camp.

Your bill must be paid on time in order for your child to attend preschool. A late fee of \$20.00 will be assessed on the full balance of past due accounts. Any account that is more than 30 days late will result in dismissal from KIP until the balance is paid in full.

When making payment, please print the child's name and age group on the check. To ensure proper billing, please include your invoice. Make checks payable to Keneseth Israel Preschool. There is a \$25.00 charge for all returned checks.

## DISCOUNTS

We are excited to offer several ways to obtain discounted tuition rates.

They include:

- + Families with more than one student attending KIP at the same time receive \$50 off the monthly tuition
- + Keneseth Israel Members receive \$10 off monthly tuition
- + Families paying tuition/extended day annually by the first day of school receive 5% discount

Only one discount may be applied during any school year including the KI discount)

## SCHEDULE CHANGES / WITHDRAWAL

Any daily schedule changes must be made in writing and turned into the office a minimum of two weeks prior to the effective date. Schedule changes will be adjusted on the following month's invoice. Should you need to withdraw your child, a 30 day written notice is required.





## Registration Form

Please sign, date and return this with your registration contract and registration fee.

PLEASE PRINT LEGIBLY DATE RECEIVED: \_\_\_\_\_  
 Child's Name: (Specify nickname) \_\_\_\_\_ New Student: Yes No  
 Birth Date: \_\_\_\_\_ Age Child Will Be October 1st: \_\_\_\_\_ Sex: Male Female  
 Home Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Returning students, is this new info: Yes No

Circle Days:

**Breakfast: 7:30 - 8:15** M T W R F  
 (additional fee)

**Core Program: 8:15 - 12:00** M T W R F  
 (Circle days for Itsy Bitsies and 2's)

**Extended Day Program** (additional fee) M T W R F  
 (Select pick up) 1:00 3:00 4:00 6:00

Are you a Keneseth Israel Congregation member? Yes No  
 Who is responsible for paying monthly tuition bills? \_\_\_\_\_  
 Billing Address (if different from above) \_\_\_\_\_ ZIP: \_\_\_\_\_

### Mother (or Guardian)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Cell /Pager: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Father (or Guardian)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Cell /Pager: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

List Siblings and Ages:

\_\_\_\_\_  
 \_\_\_\_\_

Does your child have special needs: \_\_\_\_\_

Allergies or diet restrictions: \_\_\_\_\_

Emergency names & phone numbers, if parents cannot be reached:

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relation to child \_\_\_\_\_  
 Pediatrician \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE REFERENCE:

Registration Fee: Amount of check \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_



## MONTHLY TUITION CONTRACT

I/we, as parents or guardians, request monthly payment plan for the **2012-2013** school year at KIP. We understand that this enrollment of (child's name)\_\_\_\_\_ is made for a full school year and that we as parents or guardians are fully liable for the tuition for the full school year and all other expenses incurred by the student, and no portion of any fees already paid will be refunded. Students are enrolled for the full academic year, and no adjustment of charges will be made for absence, withdraw or dismissal.

Monthly tuition for the 2010/2011 school year is listed on the tuition rate chart included.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
KIP Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## MONTHLY TUITION CONTRACT

I/we, as parents or guardians, request monthly payment plan for the **2011-2012** school year at KIP. We understand that this enrollment of (child's name)\_\_\_\_\_ is made for a full school year and that we as parents or guardians are fully liable for the tuition for the full school year and all other expenses incurred by the student, and no portion of any fees already paid will be refunded. Students are enrolled for the full academic year, and no adjustment of charges will be made for absence, withdraw or dismissal.

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\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
KIP Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date