



KENTWOOD PREPARATORY SCHOOL 2011/2012

This form is available online at www.kentwoodprepcommunity.com

ORIENTATION CHECKLIST

Dear Parents:

Welcome to the new school year! Attached hereto, please find:

- A) Forms for completion that should be returned to us
- B) Forms to further acquaint you with our program
- C) Documentation we need to complete your child's file.

We look forward to working with you and your child. - THE KENTWOOD STAFF.

➡ A.) Forms to be completed and returned to Kentwood

(All forms must be completed and returned. If not applicable, write the student's name and N/A across the form)

- 1. Orientation Checklist (This Form) - *White Color Form*
- 2. Information Form - *Goldenrod Color Form*
- 3. Authorization Form - *Peach Color Form*
- 4. Medication Procedure - *Light Blue Color Form*
- 5. Permission to Administer Medication - *Light Blue Color Form*
- 6. Power of Attorney for Medical Treatment - *White Color Form*
- 7. Parent Rating Scale - *Forest Green Color Form*
- 8. Ambassador Form/Confidentiality Sheet - *Pea Green Color Form*
- 9. Transportation - *Pastel Yellow Color Form*
- 10. Pre / After Care Application - *Pink Color Form*
- 11. Miscellaneous Information - *Teal Color Form* - *(A copy will be posted on the web)*
- 12. Parent Volunteer Form (Parent Organization) - *Purple Color Form*

➡ B.) Handouts - for information purposes only

- 13. Dress Code (School Uniform) - *Dark Pink Color Form*
- 14. Calendar

➡ C.) Documents that parents need to ensure have been given/sent to Kentwood (ASAP)

- Immunization/Health Records
- Prescription/s (photocopy) - if applicable
- Records from previous school
- Transcripts (updated)

PLEASE SIGN THIS SHEET AND RETURN IT WITH ALL OTHER APPLICABLE DOCUMENTS

➡ IMPORTANT: PLEASE ATTACH A RECENT PICTURE OF YOUR CHILD TO THIS FORM

I HAVE REVIEWED AND UNDERSTAND ALL ITEMS ON THIS CHECKLIST

 Parent/Guardian Signature Parent/Guardian Signature Student Name Date



KENTWOOD PREPARATORY SCHOOL 2011/2012

This form is available online at www.kentwoodprepcommunity.com

Information Form

Name of student _____ Date of Birth ____|____|____
Last First Middle Mnth Day Yr

Application for grade _____ Date of projected entrance _____ Male Female

COMPLETE THIS SECTION ONLY IF PARENTS ARE DIVORCED OR SEPARATED

To whom should reports, announcements, etc. automatically be sent?

Both parents Mother only Father only Other _____

Father's Name _____

Mother's Name _____

Home Address _____

Home Address _____

_____ Tel () _____
City State Zip

_____ Tel () _____
City State Zip

Occupation _____

Occupation _____

Job Title _____

Job Title _____

Name of Firm _____

Name of Firm _____

Bus. Address _____

Bus. Address _____

_____ Tel () _____

_____ Tel () _____

Cell # () _____

Cell # () _____

E-mail Address _____

E-mail Address _____

In case of emergency, person and telephone number to notify other than the above:

Name _____ Relationship _____ Tel () _____

Name _____ Relationship _____ Tel () _____

Please indicate the name(s) of person(s) who should receive reports and who should receive invoices if the name and/or address is different to that of parent/guardian as indicated above.

Is there any reason for applicant not taking part in physical education? Yes No

If yes, please explain: _____

_____ Date

_____ Father (Legal Guardian)

_____ Mother (Legal Guardian)

Signatures of Legal Guardian and person responsible for billing required



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AUTHORIZATION FORM

My son/daughter _____
(Last Name) (First Name)

HAS MY PERMISSION: (providing that he/she has the approval of Kentwood Preparatory School in each instance)

- | | YES | NO |
|---|--------------------------|--------------------------|
| A) To attend all field trips organized by the school | <input type="checkbox"/> | <input type="checkbox"/> |
| B) To leave school at the end of the day with parents of other Kentwood students | <input type="checkbox"/> | <input type="checkbox"/> |
| C) To leave school at the end of the day with other Kentwood students | <input type="checkbox"/> | <input type="checkbox"/> |
| D) To ride in a car driven by a parent or teacher at the school (see indemnity on reverse side) | <input type="checkbox"/> | <input type="checkbox"/> |
| E) To participate in organized school activities (see indemnity on reverse side) | <input type="checkbox"/> | <input type="checkbox"/> |

I AUTHORIZE KENTWOOD PREPARATORY SCHOOL

- | | | |
|---|--------------------------|--------------------------|
| F) To furnish my name/home address/home or business telephone number to other parents at the school requesting such information | <input type="checkbox"/> | <input type="checkbox"/> |
| G) To furnish my home telephone number to other students of the school requesting my child's telephone number | <input type="checkbox"/> | <input type="checkbox"/> |
| H) To access the Internet for educational purposes | <input type="checkbox"/> | <input type="checkbox"/> |

IN WHOSE CARE MAY WE RELEASE CHILD IF PARENTS CANNOT BE LOCATED?

(Name) (Home Phone) (Bus. Phone)

(Parent Signature) (Date)

**** Please see Indemnity on Reverse Side**

INDEMNITY FORM

This form needs to be signed only if you checked (yes) to question (D), (E) and/or (H) on the front side of this form.

We, the undersigned _____ and _____

being the parents of _____

CONFIRM THAT:

IF YES TO QUESTION (D)

We are aware that the school is not insured to cover the transport of any student by any parent or staff member of the school. We confirm that we have our own insurance coverage for this purpose.

We authorize Kentwood Preparatory School to make arrangements for our child to be transported by a parent or a teacher of the school in respect of any field trip or daily transportation and confirm that we will hold Kentwood Preparatory School harmless in the event of any injuries being sustained as a result thereof.

IF YES TO QUESTION (E)

We have medical insurance coverage for our child and we hereby give permission for our child to participate in organized sport activities and confirm that we will hold Kentwood Preparatory School harmless in the event of any injuries being sustained through such activities.

IF YES TO QUESTION (H)

We are aware that while Kentwood does monitor students on the computer, and also has safety checks and blocks in place, we will not hold Kentwood responsible if our child unilaterally, or with another student/s, circumvents the Kentwood system to visit or view inappropriate material.

PARENT'S SIGNATURE _____

DATE _____



KENTWOOD PREPARATORY SCHOOL 2011/2012

This form is available online at www.kentwoodprepcommunity.com

MEDICATION PROCEDURE

- 1.) Upon enrolling a student at Kentwood, parents should furnish the school with a copy of the student's medication prescription, along with the completed medication form.

The following will repeat itself on a monthly basis throughout the school year

- 2.) Parents will subsequently be given or mailed an appropriate supply of medication bags. These bags will usually be mailed at the same time as the monthly statements. If additional bags are needed, parents should notify Kentwood.
- 3.) Parents must record (write) the following on each bag:

a	Student's name
b	Name of medication
c	Time for administering medication
d	Dosage of medication
e	Date of administering medication
- 4.) Parents must place the appropriate dosage of the respective medication in each bag.
- 5.) All filled and completed medication bags must be placed in a large envelope.
- 6.) The envelope must be furnished to Kentwood Administration (with the child's name on the front).
- 7.) Parents should enclose 5 extras of all medication in one of the furnished packets, to be kept at Kentwood as a precaution.

It is the parent's responsibility to notify the school in writing if there are any changes in medications, dosage, or times of administration.

Please do not stop, terminate or modify your child's medication without consulting and notifying both the school and your child's Doctor/Psychiatrist. Doing so may be detrimental to your child.



KENTWOOD PREPARATORY SCHOOL 2011/2012

This form is available online at www.kentwoodprepcommunity.com

PERMISSION TO ADMINISTER MEDICATION

NAME OF CHILD: _____

D.O.B. _____

AGE _____

MEDICATION PRESCRIBED BY: _____

TELEPHONE NUMBER _____

I hereby give my permission to the staff at Kentwood Preparatory School to dispense medication prescribed for my child.

	NAME OF MEDICATION GIVEN AT SCHOOL	DOSAGE	CIRCLE APPROX TIME TAKEN
1			8 10 12 2 4
2			8 10 12 2 4
3			8 10 12 2 4
4			8 10 12 2 4

To be taken for the period (date) _____ to _____.

IMPORTANT: PLEASE ENCLOSE A COPY OF THE PRESCRIPTION

The prescription medication **MUST** be given to Kentwood in the plastic packages that Kentwood will provide the parents with (upon receipt of this form and on a monthly basis thereafter). Each package must state the name of the child, the name of the medication, the dosages, the dates to be taken, and the times to be taken.

Please indicate side effects if any _____

	NAME OF MEDICATION GIVEN AT HOME	DOSAGE	WRITE APPROX TIME TAKEN
1			Time _____ Circle AM / PM
2			Time _____ Circle AM / PM
3			Time _____ Circle AM / PM
4			Time _____ Circle AM / PM

I understand that no medication changes will be made unless Kentwood receives written authorization from the physician. Written authorization from the parents for decreases or termination of medication will be acceptable, but Kentwood reserves the right to confirm this with the physician.

In the unlikely event of medication not being administered on time, please advise on the procedure to be followed:

Signature of parent / guardian

Date

Special Health Concern/s: _____

What are the symptoms? _____

What should be done? _____

Allergies to foods? _____

ANY OTHER PERTINENT INFORMATION MAY BE RECORDED HEREUNDER

I agree to leave additional (extra) medications for my child with the front office, even if medications are administered at home. In the event my child does not take his/her medication, the school will then be given permission to administer the medication from the extras. It is my responsibility to keep track of the extra medications on hand, and to restock as necessary. In the event extra medications run out and my child needs said medications, I agree to immediately pick up my child or to bring in a new set of medications.

Signature of parent / guardian

Date

I understand that stopping, starting, changing doses, or changing medication without Doctors consent is **illegal** as well as **dangerous to my child**. I further acknowledge that making any changes to medication without notifying Kentwood may also be dangerous. I agree to notify Kentwood of any authorized changes in medication, prior to changes going into effect. I understand that if I do not notify the school of any medication changes Administrative action may be taken.

These actions include but are not limited to external suspension and dismissal from Kentwood.

Signature of parent / guardian

Date



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Broward Campus 4650 SW 61 st Avenue Fort Lauderdale, FL 33314	Broward High School 6311 SW Orange Drive Fort Lauderdale, FL 33314
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SPECIAL POWER OF ATTORNEY FOR: THE AUTHORIZATION FOR MEDICAL TREATMENT OF A MINOR

I _____ of (Address) _____

City/Zip _____, do hereby state that I am the parent or legal guardian

of (name of minor) _____, born on (DOB) _____.

I hereby authorize a Kentwood Preparatory School representative, along with the medical facility of their choice, to act in my capacity and to make any and all decisions regarding the care and treatment of any medical emergency for the above named minor, and to consent to any examination, care, treatment or procedure including, without limitation, surgery, examination, medications, anesthesia and/or hospital care to be rendered to the above named minor under the general or special supervision, and on the advice of any physician or surgeon licensed to practice medicine in the state of Florida.

Allergies to food or drugs _____

Significant med. History (asthma, seizures etc.) _____

Child's physician _____

Insurance Company _____ Policy Number _____

Parent/Guardian Tel: Dad Home _____ Bus _____ Cell _____

Mom Home _____ Bus _____ Cell _____

Signature of Father _____ Date _____

Signature of Mother _____ Date _____

Signature of Legal Guardian _____ Date _____

State of Florida County of _____

Sworn and subscribed to me this _____ day of _____, 20_____

My commission expires:

(NOTARY PUBLIC)

PRINTED NAME OF NOTARY PUBLIC _____

PERSONALLY KNOWN TO ME _____

PRODUCED IDENTIFICATION _____

TYPE OF IDENTIFICATION PRODUCED _____

	Not At All True (Never, Seldom)	Just a Little True (Occasionally)	Pretty Much True (Often, Quite a Bit)	Very Much True (Very Often)
31. Irritable	0	1	2	3
32. Restless in the "squirmy sense".	0	1	2	3
33. Afraid of being alone	0	1	2	3
34. Things must be done the same way every time	0	1	2	3
35. Does not get invited over to friends' houses	0	1	2	3
36. Headaches	0	1	2	3
37. Fails to finish things he/she starts	0	1	2	3
38. Inattentive, easily distracted	0	1	2	3
39. Talks excessively	0	1	2	3
40. Actively defies or refuses to comply with adults' requests	0	1	2	3
41. Fails to give close attention to details or makes careless mistakes in schoolwork, work, or other activities	0	1	2	3
42. Has difficulty waiting in lines or turn in games or group situations	0	1	2	3
43. Has a lot of fears	0	1	2	3
44. Has rituals that he/she must go through	0	1	2	3
45. Distractibility or attention span a problem	0	1	2	3
46. Complains about being sick even when nothing is wrong	0	1	2	3
47. Temper outbursts	0	1	2	3
48. Gets distracted when given instructions to do something	0	1	2	3
49. Interrupts or intrudes on others (e.g., butts into others' conversations or games)	0	1	2	3
50. Forgetful in daily activities	0	1	2	3
51. Cannot grasp arithmetic	0	1	2	3
52. Will run around between mouthfuls at meals	0	1	2	3
53. Afraid of the dark, animals, or bugs	0	1	2	3
54. Sets very high goals for self	0	1	2	3
55. Fidgets with hands or feet or squirms in seat	0	1	2	3
56. Short attention span	0	1	2	3
57. Touchy or easily annoyed by others	0	1	2	3
58. Has sloppy handwriting	0	1	2	3
59. Has difficulty playing or engaging in leisure activities quietly	0	1	2	3
60. Shy, withdrawn	0	1	2	3
61. Blames others for his/her mistakes or misbehavior	0	1	2	3
62. Fidgeting	0	1	2	3
63. Messy or disorganized at home	0	1	2	3
64. Gets upset if someone rearranges his/her things	0	1	2	3
65. Clings to parent or other adults	0	1	2	3
66. Disturbs other children	0	1	2	3
67. Deliberately does things that annoy others	0	1	2	3
68. Demands must be met immediately -- easily frustrated	0	1	2	3
69. Only attends if it is something he/she is very interested in	0	1	2	3
70. Spiteful or vindictive	0	1	2	3
71. Loses things necessary for tasks or activities (e.g. school assignments, pencils, books, tools or toys)	0	1	2	3
72. Feels inferior to others	0	1	2	3
73. Seems tired or slowed down all the time	0	1	2	3
74. Spelling is poor	0	1	2	3
75. Cries often and easily	0	1	2	3
76. Leaves seat in classroom or in other situations in which remaining seated is expected	0	1	2	3
77. Mood changes quickly and drastically	0	1	2	3
78. Easily frustrated in efforts	0	1	2	3
79. Easily distracted by extraneous stimuli	0	1	2	3
80. Blurts out answers to questions before the questions have been completed	0	1	2	3



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AMBASSADOR PROGRAM/CONFIDENTIALITY

AMBASSADOR PROGRAM

We would like to use your name as a reference when prospective students apply to attend Kentwood. If you agree, the parents of these students may contact you by telephone to ask you questions about our program. Please check one of the following items below:

- You may use my name as a reference
- Please do not use my name as a reference

Some of you have written us much appreciated letters and notes of commendation concerning the success your child has experienced with us. If you agree, we would like to share these with prospective students and their parents and/or use them in promotional literature and advertising. Please check one of the following items below:

- You may use my notes and letters to you
- You may use my notes and letters with all names removed
- Please do not use my notes or letters

CONFIDENTIALITY

I understand that Kentwood, in fairness to all its students, endeavors to respect the confidentiality of its parents and students, and I will accept and follow Kentwood's confidentiality rule. I agree that any information overheard or behaviors seen that relate to students other than my child will not be discussed with other Kentwood parents or people unrelated to the school. I understand that I am welcome to discuss any issues with Kentwood staff.

Name of student _____

Parent Signature _____

Date _____



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TRANSPORTATION / CAR POOLING FORM

A. TRANSPORT

** Kentwood will attempt to arrange transportation for your child.

In the event transportation can be arranged, the cost will be determined by location.

In addition, pick-up and drop-off points may be necessary to accommodate time constraints.

Please enroll my child in the transport service for the above school year.

I am interested in two way service

I am interested in one way service - a.m.

I am interested in one way service - p.m.

Please call me first regarding prices: Tel: Home _____ Cellular _____

B. CAR POOLING

I do not want to use the transport service, but am interested in participating in a car pool

I can drive either a.m. or p.m.

I can drive a.m. only

I can drive p.m. only

C. NOT INTERESTED

I am not interested in the transport service or car pooling.

STUDENT NAME _____

GRADE _____

PARENT NAME _____

TEL: HOME _____

MOTHER CELL _____

FATHER CELL _____

OFFICE USE



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Precare & Aftercare Enrollment

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Mother Home	Mother Cell	Mother Business	
Father Home	Father Cell	Father Business	
Emergency Name	Emergency Number		
Emergency Name	Emergency Number		

Precare hours 7:30AM to 8:00AM on school days	Precare Rates No Charge
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Place an X in the appropriate box indicating the days you would like your child enrolled in precare.

Mon	Tues	Wed	Thu	Fri

Aftercare hours	Aftercare Rates
Lower School: 2:45PM to 5:30PM	\$240 a month
Middle School: 3:15PM to 5:30PM	\$65 a week
High School: 3:30PM to 5:30PM	\$20 a day

Place an X in the appropriate box indicating the days you would like your child enrolled in aftercare.

Mon	Tues	Wed	Thu	Fri

Unless previously arranged, there will be additional charges of \$1 per minute (minimum of \$15.00) if parent arrives after 5:30p.m. THERE ARE NO EXCEPTIONS. PAYMENTS ARE MADE DIRECTLY TO THE STAFF MEMBER ON DUTY (NOT TO KENTWOOD) AT TIME OF PICKUP. IF PAYMENT IS NOT MADE AT TIME OF PICKUP, A \$10 ADMINISTRATIVE FEE WILL BE ADDED AND A BILL WILL BE MAILED.

Signature of Parent or Guardian	Date



KENTWOOD PREPARATORY SCHOOL 2011/2012

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEBITS

Kentwood is pleased to announce the addition of Electronic Funds Transfer for payments. This system helps streamline the costs of accounting for both the school and parents. Parents will receive their statements, including balances, charges, and payments via email. All monthly recurring bills are paid on the 5th of each month. The payments will show up on parents' bank statements as an electronic payment to Kentwood Preparatory School with the detail of what the payment was (transport, tutoring, etc.).

COMPANY NAME: _____ **COMPANY ID NUMBER:** _____

I (we) hereby authorize ___ Kentwood Preparatory School ___, hereinafter called "COMPANY", to initiate debit entries to my (our) Checking [] Savings [] account indicated below and the depository named below, hereinafter called "DEPOSITORY", to debit the same to such account.

DEPOSITORY NAME _____ **BRANCH** _____

CITY _____

STATE _____ **ZIP** _____

BANK TRANSIT/ABA NO. _____ **ACCOUNT NO.** _____

Email Address to send statements to: _____ @ _____

2nd Email Address to send statements to : _____ @ _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

NAME(S) _____

IDENTIFICATION

NO. _____

SIGNED _____

DATE _____

SIGNED _____

DATE _____

**ATTACH A COPY OF A
VOIDED CHECK HERE**



KENTWOOD PREPARATORY SCHOOL 2011/2012

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MISCELLANEOUS INFORMATION

SCHOOL HOURS

Lower School 8:30am - 2:30pm

Middle School 8:30am - 3:00pm

High School 8:30am – 3:15pm

Please contact the school office for information regarding early drop-off.

AFTER SCHOOL CARE

After school care is available until 5:30 p.m. For more information on times, rates, etc. please contact the school office.

AFTER CARE SURCHARGES

Please bear in mind that after care ends at 5:30 P.M. sharp. Staff members are not compensated for after care past this time, and although parents may only be late occasionally, staff end up monitoring children on almost a daily basis. For this reason, parents picking up children after 5:30 P.M. will be charged at a rate of \$1.00 per minute with a \$15.00 minimum.

PARENT COMMUNICATION

Parents will come in for updates on their child's progress on a quarterly basis (see school calendar for schedule). Teachers will also contact parents on an intermittent basis to touch base. In addition, parents are welcome to contact the school to arrange appointments whenever needed to observe their child's work, meet with a staff member etc. Please note that meetings must be arranged in advance so as to avert any potential scheduling conflicts.

It is also of utmost importance that any communication regarding changes in transport, medication, requests for missed work, lunches, finances, tutoring etc. must go **directly** through the front office. This will serve to avoid any miscommunications, and will assist in the efficiency of serving both parent and student needs. The school cannot be held responsible for information not relayed directly to the front office.

ADMINISTRATIVE MEETINGS

Meetings with the school Administrator, Director and Principal are scheduled in half-hour blocks. It is imperative, therefore, that parents are prompt for their meetings. In the event parents are more than 5 minutes late, Kentwood reserves the right to reschedule the meeting.

HOMEWORK POLICY

Homework has often been the source of conflict at home. No homework, therefore, is assigned until the student has the skills and motivation to work independently at home. Students and parents then sign a contract that clearly delineates responsibility and minimizes friction. Parents are instructed on how to provide guidance. For individual clarification on this policy, parents are welcome to contact us.

CONCERNS

Parents are encouraged to contact us regarding any changes in the student's life, including medical, family changes or problems, dietary changes or problems, etc.

DRESS CODE

Dress code is an integral part of the Kentwood program (see "dress code" sheet for additional information). Continual disregard for the dress code policy may result in the student not being admitted to class.

MEDICATION

Administering medication, medication changes etc. are issues that warrant continual monitoring (see "permission to administer medication" sheet for additional information.)

SUMMER CAMP/SCHOOL

Our summer camp program is designed to reinforce the skills students develop during the year. The same multidisciplinary staff works with the children in a more experiential environment, thereby adding a dimension to social skills and peer relationships. Programs are also available to help reinforce learning skills.

COUNSELING/TESTING/TUTORING

It is highly recommended that students get a psychological evaluation approximately every three years. While Kentwood will endeavor to remind parents that it is time for an update, it is incumbent upon parents to take that responsibility. For any other additional information on the above areas, please feel free to contact us.

MAILING OF RECORDS/TRANSCRIPTS

Requests for records must be made in writing. Records/transcripts are mailed out on the 2nd and 4th Thursday of each month, with the exception of December and May (since staff are not available to complete records during these times). In addition, requests must be made at least 10 days in advance. In the event of the 2nd or 4th Thursday falling on a public holiday or when school is closed, the due date will fall on the next business day that school is open. The same aforementioned standards apply to forms handed in for completion for other psychologists, clinicians, potential new schools etc. **Kindly understand that we cannot make exceptions in this regard, as appropriate staff and time requirements are specifically allocated with our schedule in mind.** The initial coordinating and mailing of records is complimentary (1 time service). All remaining records (or even additional requests to mail new information) will incur a \$35.00 fee for each transaction.

MISSED (MAKE UP) WORK DUE TO ABSENCES

If a student is ill or absent for 5 days or less, Kentwood will not put together work packages for the student. Any missed work in these circumstances can be made up during homework clubs. If a student is ill or absent for 6 days or more, parents may request work packets. There will be a charge for this. In addition, parents must give at least 5 business days notice in order to give our staff adequate preparation time for these packages.

PARENT WORKSHOPS

Parents should notify the school well in advance if they are attending workshops, as some workshops do fill up quickly.

ABSENCES

Please notify the school of any absence before 8:00 a.m. This helps coordinate our attendance lists, tutoring lists, and general planning.

CELL PHONES

Cell phones can be a disruption in the school environment. In addition, cameras and recorders on phones can be a breach of confidentiality for other students, parents and staff. Any student found to have a cell phone on campus will be required to hand in the phone to the front office who will return it to the parent. In the event a parent feels that it is imperative their child has a cell phone, the phone must be surrendered to the bus driver upon pickup or front office upon arrival to school, and will be returned to the student prior to dismissal. Failure to adhere to these rules will result in loss of cell phone privileges.

FINANCIAL ASSISTANCE

Parents needing financial assistance for transport or after care should contact the business office.

STUDENT CONCERNS

Part of the Kentwood Program is teaching students how to take responsibility for themselves, their actions, and their concerns. When students have concerns, they are expected to address it with their homeroom teacher or a staff member they are comfortable with. In the event they are not satisfied, they are expected to go to GAG ("Get A Grip" – processing unit) to try to resolve the issue there. If they are still not satisfied, they are then expected to see the vice-principal, principal or director. If at this point in time they are still not fully satisfied, they are then to request that the vice-principal, principal or director write a note to their parents stating that the problem was still not resolved. It is at this point in time that parents should tell their children they will get involved. The above mentioned system eliminates splitting home and school, helps problems get resolved in a faster manner, alleviates parental stress, and teaches the child valuable lessons in how to resolve difficult situations in life. Of course for serious concerns parents may contact the office whenever needed

I HAVE READ AND UNDERSTAND THE ABOVE MENTIONED.

PARENT NAME

STUDENT NAME

PARENT SIGNATURE

DATE

Kentwood Parent Enrichment Committee

*Join Now and Earn **Your First 5 Hours** of Service!*

The Kentwood Parent Enrichment Committee (KPEC) is a parent run, parent organized committee whose mission is to enrich the lives of Kentwood families outside of the classroom.

KPEC's mission is to support the Kentwood Family of students, parents and teachers through:

- sponsoring extra-curricular activities
- hosting appreciation and social functions
- providing additional rewards to Kentwood students
- donating supplies and equipment to Kentwood programs

KPEC is independent of Kentwood Preparatory School. KPEC focuses on providing a richer environment for our Kentwood Family. Some of the activities and functions sponsored by KPEC are:

- Fall Festival and Student Photo Exhibit
- Spring Fling and Silent Auction
- Bingo and Bowling nights
- Teacher Appreciation Breakfast
- Community Participation Activities

Membership in KPEC is a Kentwood Preparatory School requirement. KPEC's mission is supported by your volunteer hours and dues.

- Dues are \$25.00
- Family volunteer hours are 25 hours per school year

You can help KPEC fulfill its mission by:

- Joining KPEC
- Leading a KPEC committee
- Donating items such as copy paper, poster board, craft supplies, office supplies (tape, staples, markers, etc), baked goods for events such as Teacher Appreciation Days, gift certificates to Office Max, Office Depot, Ace Educational, or Home Depot
- Participating in KPEC events!

Please fill out the attached KPEC membership form. Return the form with your registration materials with a \$25.00 *check payable to **KPEC***.

Kentwood Parent Enrichment Committee Registration Form

Submit your \$25.00 dues with your Kentwood Registration Packet and earn your first 5 volunteer hours. A volunteer log will be kept in the front office of each school and at each meeting or event. KPEC members will be required to keep a log of their volunteer hours to submit for credit. A log sheet is available on our website at www.myKPEC.com.

*Please make your \$25 check payable to **KPEC** and return it with this form along with the rest of your registration/orientation materials in order to earn your 5 volunteer hours.*

Thank you!

Kentwood Parent Enrichment Committee Membership for 2011-2012

Membership Dues: \$25.00

Parent's Names: _____

Student Name(s): _____

Home Phone: _____ Cell Phone: _____

Email: _____

• I would prefer to be reached at (circle one):

Home Phone | Cell Phone | Email

• Please let us know what talents and skills you are able to contribute to KPEC:

Volunteer sign up sheets will be available at the Kentwood Open House.

Kentwood Preparatory School

Dress Code / School Uniform

Kentwood Uniforms are exclusively available for purchase at

Debbie School Uniforms
5225 West Broward Boulevard
Plantation, FL 33317
954-581-1761
debbiesschooluniforms.com

Kentwood Preparatory School requires a dress code for students.

We believe that a dress code:

- ✓ Fosters school spirit and community identity
- ✓ Helps the student develop pride in his or her appearance
- ✓ Prepares the student for the personal grooming requirements and accepted manner of dress of society in general
- ✓ Mitigates against the destructive and costly competition among students engendered by fads in dress and style
- ✓ Reduces clothing expenses for parents
- ✓ Helps to focus the student's attention on schoolwork by using clothing to differentiate between school time and other leisure pursuits

- * All clothing should be clearly marked with student's name on the inside tag.
- * Wearing a Kentwood sweater etc. does not exempt a student from wearing a Kentwood collared shirt
- * Pants/shorts must be worn above the waist
- * Only white T-shirts may be worn underneath the polo shirts
- * Long sleeves/sweaters may not be worn underneath the polo shirts

Students arriving out of dress code will NOT be allowed into class. Parents will be called to bring appropriate clothing or to pick up their child. If parents are not available, Kentwood will provide the appropriate clothing items at a nominal fee.

Boys Lower School Dress Code

- a. Navy blue or khaki long pants or shorts (knee length, no cargo pants)
- b. Kentwood navy blue, white, green, light blue or burgundy collared shirts
- c. White, black or brown socks (covering the ankles)
- d. Brown or black belt (**mandatory**)
- e. Shoes / Sneakers- Plain Brown, Black, or White **MUST BE ALL ONE COLOR**
 - a. NO SHOES OR SNEAKERS WITH ANY OTHER COLORS WILL BE ACCEPTEED
- f. Kentwood navy blue sweater

Girls Lower School Dress Code

- a. Navy blue or khaki long pants, shorts, skirts, or skirts (regular or divided).
- b. Skirt length should be to knees
- c. Kentwood navy blue, white, green, light blue or burgundy collared shirts
- d. White, black or brown socks (covering the ankles)
- e. Brown or black belt (**mandatory**)
- f. Shoes / Sneakers- Plain Brown, Black, or White **MUST BE ALL ONE COLOR**
 - a. NO SHOES OR SNEAKERS WITH ANY OTHER COLORS WILL BE ACCEPTEED
- g. Kentwood navy blue sweater

High School Dress Code (Please see back)

Kentwood Preparatory High School

Dress Code / School Uniform

Kentwood Uniforms are exclusively available for purchase at

Debbie School Uniforms
5225 West Broward Boulevard
Plantation, FL 33317
954-581-1761
debbiesschooluniforms.com

Kentwood Preparatory School requires a dress code for students.

We believe that a dress code:

- ✓ Fosters school spirit and community identity
- ✓ Helps the student develop pride in his or her appearance
- ✓ Prepares the student for the personal grooming requirements and accepted manner of dress of society in general
- ✓ Mitigates against the destructive and costly competition among students engendered by fads in dress and style
- ✓ Reduces clothing expenses for parents
- ✓ Helps to focus the student's attention on schoolwork by using clothing to differentiate between school time and other leisure pursuits

* All clothing should be clearly marked with student's name on the inside tag.

* Wearing a Kentwood sweater etc. does not exempt a student from wearing a Kentwood collared shirt

* Pants/shorts must be worn above the waist

* Only white T-shirts may be worn underneath the polo shirts

* Long sleeves/sweaters may not be worn underneath the polo shirts

Students arriving out of dress code will NOT be allowed into class. Parents will be called to bring appropriate clothing or to pick up their child. If parents are not available, Kentwood will provide the appropriate clothing items at a nominal fee.

Boys High School Dress Code

- a) Kentwood navy blue, white, green, light blue or burgundy collared shirt.
- b) Khaki or navy blue pants or shorts (no cargo pants)
- c) White or black socks
- d) Brown or black belt (mandatory)
- e) Shoes: Brown or Black
Sneakers: Solid white or black shoes are preferred. However, sneakers with colored logos and trim are permitted.

Girls High School Dress Code

- a) Kentwood navy blue, white, green, light blue or burgundy collared shirt.
- b) Khaki or navy blue pants, shorts, skirts *Shorts and skirts must be knee length
- c) White or black socks
- d) Brown or black belt (mandatory)
- e) Shoes: Brown or Black
Sneakers: Solid white or black shoes are preferred. However, sneakers with colored logos and trim are permitted.



Kentwood Preparatory School

4650 SW 61st Ave

Ft.Lauderdale, FL 33314

954-581-8222

Fax: 954-797-0700

Date: _____

I, _____, give Kentwood Preparatory School permission to speak with my child's therapist, doctor, or other practitioner (as listed below) about confidential material regarding my child. By signing this I give permission for the school to discuss any of the following issues with the therapist:

- Medication Issues
- Behavior/Emotional Issues displayed at school
- Behavior/Emotional Issues displayed at home
- Concerns of the school regarding student
- Plan for treatment

This form will also be faxed to my child's Doctor so that they are aware that by signing this you are giving permission for them to share confidential material with the school.

Practitioner Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Parent Signature: _____

Student Name: _____