



**KACS Parent Guide  
2018 – 2019**

**Drop off – Monday thru Friday:**

**Pre-K thru Grade 8:** Students may arrive no earlier than **7:30 a.m.** **Classes Begin at 8:00 a.m.** Please make every effort to bring your child to school on time. Student's need to receive their daily instructions at the beginning of class. Furthermore, it is very disruptive to other students and teachers. Thank you for your support.

If you plan on escorting your child to class please park and walk inside with your child. Please Do Not Park in the Drive thru at any time. Mornings and Afternoons are very busy and we must keep the drive thru clear at all times for incoming cars.

**Late Arrivals: After 8:00 a.m.**

We understand that things happen and you may run late. However, if this happens please follow these procedures:

**Pre-K:**

Please knock on the classroom door and hand your child over to the teacher, or assistant. Please do not enter the classroom.

**Grades K – 8:**

Please allow the person who opens the door to escort your student to class. If you have an appointment with the Registrar please head to the office **Only.**

**Items for Students: Please Take All Student Items to the Office.**

**Pickup - Monday thru Thursday:**

Students need to be picked up promptly at **3:00 p.m.** Parents please arrive early to pickup your child so that our staff may take care of their daily duties and leave on time. There will be a late fee of \$10 per child that is due at 3:16. The fee increases to \$15 per Child Due at 3:31, No Exceptions.

**Pickup – Friday: Pick up is 12:00 for All Students. Late fees incur at 12:15 and 12:30 same Rates as those listed above.**

**Before and Aftercare Service:** Before Care 6:30 a.m. – 8:00 a.m. Cost \$ 40.00 per Student. After Care 3:15 – 5:30 p.m. \$160.00 per Student. Total Monthly Cost \$200.00

**Extracurricular Activities:**

Please be advised that there is no care for siblings who are not involved in after school activities. Please make arrangements for their care. All fees must be paid in advance in order for your student to participate in after school activities, no exceptions please. Thank you for your support.

**Uniform Orders:**

Go to the Following Website: [academyuniforms.com](http://academyuniforms.com)

Click on Find a School

Enter: State: Texas      City: Katy      Zip Code: 77493

(School name should pop up)

Enter: Uniform for a Boy or Girl

Pre-K & Kindergarten Boys: light blue polo w/logo which is located on page 2, (Blue pants)

Pre-K & Kindergarten Girls: Blue Plaid Jumper with a white blouse and tie

Girl's Grades 1 – 4: Blue Plaid Jumper with a white blouse and tie

Boy's Grades 1 – 4: White button down shirt with school tie, dark blue pants

Girl's Grades 5 – 8: White button down blouses with Blue Plaid Skirt and school tie

Boy's Grades 5 – 8: White button down shirt with school tie, dark blue pants

**The following items are ordered directly from the school:**

Red Polo with school logo      \$12.00 (All students for Friday & Field Trips)

**All students in Grades 5 – 8 will need to dress out for P.E. to receive credit, No Exceptions:**

Red P.E. T-shirt      \$10.00

Gray P.E.T-shirt      \$10.00

**Other Required:**

Sneakers, black shorts of choice (leggings are a choice)

**Optional:**

Turquoise Blue Fleece Jacket \$17.00

Red sweatshirt      \$15.00

Gray sweatshirt      \$15.00

**All Students are expected to be in full uniform, including P.E. attire the first day of school. Late Registrants please order ASAP! Thank you for your support on this matter.**

**Lunch Sales:**

Lunch is to be ordered by Thursday for the following week to ensure that your student has lunch. All lunches with the exception of pizza is provided by an outside vendor. The cost of lunch will remain at \$3.50, with the exception of pizza which will continue to be \$3.00. **Please continue to provide payment for your student's lunch.**

**Snack Sales:**

Snacks for your students will be available from the mobile store between the following times:

Monday thru Thursday 7:30 – 8:00 a.m.

Monday thru Thursday 11:30 – 12:00 p.m.

(costs range from 75 cents to (1) dollar for drinks and popcorn)

**Tuitions, Trip money and Lunch Sales:**

All tuition fees, trip money and lunch sales should be placed in the black box in the hallway outside of office hours. Please do not place money in your child's backpack, or give to any individual including teachers. If you pay with cash, please do so during business hours so that we can issue an immediate receipt. Otherwise, receipts will be issued on Friday's.

**All Tuitions are due by the 5<sup>th</sup> of each month: A \$25 dollar fee will be added to the bill after such date.**

**Outdoor School: Grades 5 and 6 Only:**

This is a week long program away from campus for Grades 5 and 6. The cost of the program is subsidized and parents required to pay the fees which are not refundable by December 2018. If your student is not attending they are required to attend school and work will be left for them to complete for each day.

**KACA Business Hours:**

First 5 days of the month M - W 9:30 – 3:00

Other days of month M - W 9:30 – 1:00