



Kairos Enrichment Center

2026-2027 Handbook

Directors: Catherine Dunn and Chelsea Criswell

Address: 1203 Quincy Plainview, TX 79072

Board Members:

Catherine Dunn

Chelsea Criswell

Mallory Burgett

Lori Johnson

Jessica Fortenberry



2026-2027 SCHOOL YEAR

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	3	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

DECEMBER

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JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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24/31	25	26	27	28	29	30

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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28						

MARCH

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28	29	30	31			

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
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MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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30	31					

 SCHOOL DAYS

 HOLIDAYS

THANKSGIVING BREAK NOVEMBER 23-27

SPRING BREAK MARCH 15- 19

CHRISTMAS BREAK DECEMBER 21-JAN 1

Mission

“Partnering with parents to give children a rich and meaningful education
rooted in biblical values”

Core Values

Word of God

All Scripture is inspired by God and is profitable for teaching, for rebuking, for correcting, for training in righteousness, so that the man of God may be complete, equipped for every good work.

2 Timothy 3:16-17

Christ-Centered Living

And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

Colossians 3:17

Family and Community

Two are better than one because they have a good reward for their efforts.

A cord of three strands is not easily broken.

Ecclesiastes 4:9,12

Life-Long Learning

The one who gets wisdom loves life;
the one who cherishes understanding will soon prosper.

Proverbs 19:8

Fun!

You reveal the path of life to me;
in your presence is abundant joy;
at your right hand are eternal pleasures.

Psalms 16:11

Tuition, Registration, and Curriculum Fees



Kairos Enrichment Center Tuition 2026-2027 School Year

Enrollment	Monthly Tuition (September-May)
Full Time (Tuesday and Thursday All Day)	\$275
10% Sibling Discount Full Time (Tuesday and Thursday All Day)	\$250
Half Time (One full day or two half days)	\$155

Grade Level	Curriculum and Registration Fee (Paid at Registration)
All Students	\$100

*Financial Commitment: Curriculum Fees will be paid at the time of registration. Full Time and Half Time tuition fees must be paid on or before the 1st day of class each month. Curriculum and Registration Fee will only be refunded if the school does not meet minimum enrollment requirements.

*Note: Some minor expenses are to be expected throughout the school year (e.g., school supplies, optional hot lunches, optional t-shirts, class parties, snacks etc.).

Tuition is due on or before the 1st class day of each month. Parents can set up automatic bank withdrawals, Paypal, cash, or credit card payments. A \$5.00 late fee will be added for each school day after the 2nd class day of the month in which we do not receive payment. Make checks payable to Kairos Enrichment Center. Checks can be turned into the Directors at Kairos Enrichment Center. You will be charged a \$35.00 return check fee if your check is returned unpaid for any reason.

If tuition is consistently late, your child will be asked not to return to Kairos Enrichment Center.

School Hours

Kairos Enrichment Center is held from 9:00 AM-3:00 PM on Tuesday and Thursday during the months of September through May. Please do not drop your child off before 8:45 AM or pick them up after 3:10 PM. If an emergency should arise that keeps you from picking up your child, please call Catherine (432-213-5552) or Chelsea (972-342-7525), Directors of Kairos Enrichment Center.

Security

For security purposes, the entrance doors will be locked each morning at 9:10 AM and unlocked at 2:55 PM. All other doors will remain locked at all times. A director or teacher will monitor the door throughout the day in person or by using the door camera. Please ring the doorbell or call Catherine (432-213-5552) or Chelsea (972-342-7525), Directors of Kairos Enrichment Center if you are needing the doors unlocked to pick up or drop off a child outside of regular drop off and pick up times.

Class Size

Kairos Enrichment Center will have a 1 teacher to 12 student ratio. Once a classroom is filled to the maximum capacity, another section of the class will be opened, a second teacher will be added to the class, or a waiting list will be created.

Class Age Ranges

- PreK/Kindergarten Class: 4 years of age by September 1, 2026- 6 years old
- 1st-3rd Grade: 6 years old- 9 years old
- 4th-6th Grade: 9 years old-13 years old

*Parent requests may be considered.

PreK/Kindergarten Class

To be considered for the PreK/Kindergarten class, the child must be 4 years old by September 1, 2026 and **fully potty trained**.

Staff and Substitutes

All Kairos Enrichment Center staff and substitutes undergo a yearly background check and sex offender check. Staff is CPR/AED certified, undergo Child Protection Training, and are required to have either a teaching certificate, a degree in the subject being taught, or extensive experience homeschooling or tutoring children 5-18 years of age.

Children In Need of Accommodations

It is the desire of Kairos Enrichment Center to welcome all children to the best of our ability. We ask parents to inform the school if/when their child has been diagnosed with a condition or impairment that may impact the child's learning or participation in school activities. For children who have needs we feel we may not be meeting adequately, we may make recommendations for professional evaluations which could result in suggestions for personalized, supplemental, educational counseling and therapy, or as a last resort, alternate schooling.

If an educational consultant or therapist needs access to a child during school hours, arrangements will be made through the Directors of Kairos Enrichment Center.

Facebook Policy

Our school does have a Facebook and Instagram page as an avenue for informing the community about Kairos Enrichment Center and showing the learning being done by our students. Pictures of students and their work will be shared on the public Facebook and Instagram Page.

Please be sure to notify Kairos Enrichment Center if there are legal reasons that restrict the taking, printing, and posting of pictures of your child. This is done during the registration process.

Bad Weather

We will follow Plainview ISD and Plainview Classical Academy's rulings when it comes to canceling school due to inclement weather. If PCA or PISD does not have classes, we will not have classes. If there is a delayed start time, we will have a delayed start at 10:00AM, doors will open at 9:45.

If Kairos Enrichment Center does not meet due to bad weather, you will not be credited any of that month's tuition costs.

Attendance and Absences

Attendance will be tracked for the purpose of having a count of children in the building.

Please let a director know if your child will be absent. This is for the purpose of having a count of the children in the building. Your tuition rate will NOT be prorated for an absence due to illness or other circumstance.

If your child must be absent from school for a full month, you may retain your reservation by paying the monthly tuition.

Withdrawal

If your child must withdraw from Kairos Enrichment Center during the school year, a withdrawal form must be filled out on the child. Tuition for the month of withdrawal must be paid.

If a child is withdrawn, the child will not be allowed to return during the semester which they have withdrawn. The child's spot will not be held without tuition paid in full for each month. The child will be allowed to apply for the following semester.

Illness

If your child becomes ill at school, you will be contacted to make arrangements to take your child home. The child will be isolated (removed from the classroom) and made as comfortable as possible while awaiting your arrival. Our program does not have proper facilities to treat sick children. Calls will be made home if your child is running a temperature of 100.5 or higher, throws up while at school, or displays continual signs that they aren't feeling well.

If your child is sick, please keep them at home. Do not bring your child to school while they are running a fever. Please keep your child at home if he/she:

- Has a fever or had a fever in the past 24 hours.
- Has diarrhea or has had diarrhea in the previous 24 hours.
- Vomiting in the previous 24 hours

Children will not be allowed to be at school or return to school with live lice. Please contact the director immediately if you discover your child has lice. We will notify the parents of the children in the class about the lice, without naming the child. We will take precautions to prevent the spreading of lice.

Medication

It is state law that all medication must be given from the original bottle with the prescription label on it. For prescription drugs, they must be labeled with the name of

the child, name of physician, prescription number and date, name of medication, dosage, and frequency.

Non-prescription medication must be in the original container, labeled with the child's name, dosage, and the date the medication was brought.

In the case of ongoing medications (such as asthma medications or decongestants), we will need a statement from the physician with his/her signature on the statement. We will be able to keep that on file for 6 months. After 6 months we will need to renew the statement.

First Aid/Accidents

Kairos Enrichment Center is trained in basic CPR/AED and can attend to minor scrapes and bruises. For all minor injuries, parents will be notified at the end of the day or the parents will be contacted by phone if we feel it necessary. If there is a concern regarding the seriousness of the injury, parents will be contacted immediately. In the event of an emergency, 911 will be called and then the parent.

Please be thorough on the Medical Consent form you fill out during registration, they will be of great importance if your child should have to be taken to the hospital.

Pickups

Please let the teacher know if someone other than yourself will be picking up your child. If during the day this changes please call the director. We will ask to see the driver's license of a person other than parents. Be sure those picking up your child are aware of this.

You will be asked to list all persons allowed to pick up your child(ren) during registration. If you need to add others to this list during the school year, please let the director know. Children will NOT be released to those not on the list unless prior arrangements have been made with the Director.

If there is a custody dispute and/or restraining order, parents must provide a copy of the court's custody decree and/or restraining order. This will be kept confidential in the child's file.

Dress Code

Students and parents, may determine a student's personal dress and grooming standards, provided they comply with the following:

- Visible body tattoos and body art are not allowed (including henna), and neither are grills or temporary decorations on teeth. Students are also forbidden to write

on their or someone else's skin with a pen, marker, highlighter, paint, or any other substance.

- Clothing or body art with obscene or suggestive lettering or pictures, beer, alcoholic beverage, drug, violence, or death promotions are not permitted.
- Directors may use judgment prohibiting clothing that promotes hate, violence, and suggestive slogans as depicted in television or media.
- Shirts, blouses, and tops must reach below the waistline (around the body), cover three fingers-width at both shoulders, and not reveal cleavage. Any top not meeting these requirements must have a garment over or under the top that complies with dress code.
- Pants, shorts, and skirts with unpatched holes, frays, or tears above fingertip length (as measured by the index finger) are not permitted.
- Dresses, shorts, and skirts, (including slits) must be at or below fingertip length (as measured by the index finger) all the time.
- Leggings/jeggings and yoga pants may have no sheer or open component above the knee.
- Footwear shall be part of regular attire. House shoes and roller shoes are not acceptable footwear for school.
- No sunglasses will be worn in the building. Prescription sunglasses with doctor's permit only.
- Gang paraphernalia, clothing, and bandanas are not allowed.
- Piercings other than earrings are not permitted.

If the director determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school and return to the classroom. If the problem cannot be corrected at school, the director will contact the parent to obtain an acceptable change of clothing for the student.

Lunch

Students will need to bring their own lunch each school day. Lunch periods will all be at 11:30-12:15. Parents are welcome to join students during lunch.

Behavior/Discipline Policy

The aim of a behavior policy is to allow students to develop character traits such as self-discipline, respect and consideration for others. We want our students to first honor God, honor their leaders, and honor one another. Students are expected to be polite and attentive at all times. Any other behavior is disruptive and will be cause for disciplinary action. Teachers have the authority to set their specific classroom rules and procedures within the parameters of the Kairos Enrichment Center's handbook.

Teachers may contact the parent at any time concerning their behavior.

Discipline Actions for minor infractions:

1. Students will receive verbal warning.
2. Director will visit with students outside of the classroom.
3. Parents will be contacted and could be asked to pick up their child.

More severe infractions include:

- Inappropriate language or obscene gesture
- Refusing to follow the directives of staff or any form of defiance of authority
- Disrespectfulness towards staff
- Severe disruptions of class
- Display or use of cell phone without teacher permission
- Horseplay that results in injury or property damage
- Fighting (real or play) or displays of physical aggression towards another person
- Public displays of affection
- Harassment/Bullying (confirmed by administration)
- Leaving the classroom, school grounds, or any area without permission.
- Weapons (real or play)
- Refusing to leave an area as requested/required by staff.
- Use, possession, or being under the influence of alcohol or any controlled substance
- Use or possession of any tobacco products, matches/lighters, including vaping
- Racism or any other form of discrimination (confirmed by administration)
- Defacing or destruction of property/vandalism
- Theft (of any amount) Theft or damage to property could require restitution.
- Electronic devices are not permitted on campus for Kindergarten-Sixth grade without permission from the administration.
- Inappropriate use of electronic devices, tablets, smartphones, smart watches, computers, internet, or social media (Note: even if the event happens off campus, if it affects the school climate and culture, we can take disciplinary actions)

Severe infractions will result in immediate parent contact for pick up of child and/or expulsion.

Child Abuse Detection and Reporting

Texas law requires that any person suspecting that a child has been abused or neglected must immediately make a report. If there is an emergency, call 911 and then call the DFPS Texas Abuse Hotline at 1-800-252-5400. You can also [make a report online](#)*External Link*.

Professionals must make a report no later than the 48th hour after first suspecting a child has been abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report (Texas Family Code, Section 261.101). Professionals are not required to follow up their oral reports with a written report as they were in the past. Professionals include teachers, nurses, doctors, day-care employees and others who are either licensed by the state or work in a facility licensed or operated by the state and who have direct contact with children in the course of their job (Texas Family Code, Section 261.101).

The identity of those professionals making reports is confidential. Due to the confidential nature of such reports, no information concerning the incident can be share with other staff members or parents. However, staff members who make a report of child abuse or neglect must immediately report it to the director. This is for notification purposes only and to protect the best interest of Kairos Enrichment Center.

As a parent, you will be kept accountable to the guidelines specified in this document. We ask that you sign a statement (found in the registration form) stating that you have read and agree to the guidelines set forth by Kairos Enrichment Center. We look forward to a great year with you and your child! Thank you for sharing your child with us!

Kairos Enrichment Center Directors

