

# The Children's School



September 2010

Dear TCS Families,

Welcome back to campus! Every year we assemble the information that you will need to help you get the most from being a member of our community. In addition to information about programs and events, the Parent and Student Handbook provides useful tips on staying safe and healthy. Please be reminded that each playground at The Children's School is designated for a particular age group. The tree house and play structures on the elementary playground are not safe for children under six. Likewise, the Kindergarten playground is not safe for Preschoolers. We ask you to follow the playground rules when your children are in your care to help us prevent accidents.

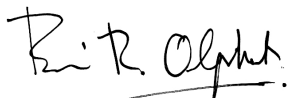
Please read this handbook carefully so that you are fully informed about the many details of school life. We ask that you review the information contained in this handbook with your child, as is age appropriate. All students First Grade and older must sign the enclosed form stating that the handbook, including the Internet Use policy, was read and understood. Please return the signed form to the office by September 24, 2010 at the latest.

We are very proud of our school and realize that its success is the result of the collaborative efforts of the entire school community. As we build common ground among our various constituencies, we encourage you to participate in events designed specifically for our parents. The Children's School is fortunate to have an excellent parent education program and a very strong Parent Association.

TCS encourages you to become involved in many ways, but most importantly to become involved through open communication with your child's teacher. In addition to bi-weekly newsletters, regularly scheduled parent/teacher conferences, and progress reports, we invite you to use email and voicemail to keep in contact with your child's teachers. Our TCS Comet newsletter is emailed to parents, grandparents and friends of the school. Each classroom has a weekly newsletter to keep you up to date on all that your child is accomplishing in class.

As part of our social curriculum, we model honesty, fair play and respectfulness for your children and we ask that you model this at home and on campus in your daily interactions with all members of our community. Children need nurture, structure and the latitude to make mistakes and take risks in a safe environment. Working as a team for the children entrusted to our care, we can take pride in watching them grow into the compassionate, self-motivated, globally aware leaders necessary to lead in the 21<sup>st</sup> century.

Warmest regards as always,



Brian R. Oliphant  
Head of School



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## The Children's School Mission Statement

The mission of The Children's School is to inspire each child to fulfill his or her unique potential through a strong academic and social curriculum, thereby creating a foundation and instilling the desire for lifelong learning. At TCS, we place equal importance on the *process of learning* and the *content of learning*.

### *Educational Philosophy*

Our philosophy is the cornerstone for all we do and expresses our values and objectives as an educational community. Recognizing that each child is unique and individual, we provide a strong, success-oriented, child-centered learning environment. We believe in teaching the whole child – intellectual, social, emotional, physical – through a conscious and compassionate connection which allows children to develop their full human potential. Children learn best in social settings that recognize the value of diversity and promote the development of character, critical and creative thinking skills, communication and leadership skills, intellectual curiosity, and social responsibility. At TCS, students discover the passion, excitement and challenge of lifelong learning.

### *Principles of Excellence*

The Children's School for Child Centered Education is a non-profit organization founded in 1972 and governed by a Board of Trustees. TCS is fully accredited through June 2013 by the California Association of Independent Schools (CAIS). CAIS was established to provide services for member schools, administer standards, and provide information and leadership on educational issues. Schools belonging to this association undergo a full evaluation every six years. TCS is also a member of the National Association of Independent Schools (NAIS).

TCS does not discriminate on the basis of race, gender, national or ethnic origin, religion or sexual orientation in the administration of its educational policies, admissions policies, financial aid or other school-administered programs and activities.

## The Children's School Family Agreement

At The Children's School, our parents are very important to our school's community. When you enroll your child at TCS your decision reflects an agreement with our school's mission, philosophy, classroom and administrative policies. Children prosper when the primary voices in their lives give a harmonious message. We ask that all parents work with us to make this happen.

### *School Values for Parents*

As part of this parental agreement, we ask that all family members involved in our community support the following school values:

- ★ **RESPECT** – The Children's School social curriculum has been successfully implemented since 1972. We teach children and ask parents to model responsibility, empathy and cooperation. We ask parents to provide support, encouragement and structure at home. We believe that every member of The Children's School community is entitled to learn and thrive in a safe and supportive environment; therefore, all adults are responsible for treating each other with respect.

Be a role model when it comes to honesty and civil behavior, especially in behaviors toward others at school, on the sidelines at athletic events and in conversations with and about the adults at school. Parents who fail to be civil and/or become disruptive in their relationship with the school jeopardize that relationship; the school may insist that they withdraw from the school.

- ★ **COMMUNICATION** – Seek to resolve problems peacefully and acquire information through the appropriate channels. As an independent school, TCS is governed by a Board of Trustees whose job is to secure the future of the school. The board entrusts the daily operations of the school to the head of school who supervises and evaluates all programs and personnel and is the final arbiter of any disputes that may arise, including those of parent issues or student disciplinary issues. For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e., to the teacher or staff member most closely related to the issue and capable of addressing it. If that is not satisfactory, schedule an appointment with the Division Director, then the Head of School. Each teacher and staff member has voicemail and email to facilitate communication.



Parents should understand this governance structure, use proper communication channels and avoid the assumption that what you hear from your child or from others is the only accurate rendition of any event. Discussions held with educators, administrators or other parents will take place at a mutually agreed upon time and place that permits full exploration of issues and confidentiality if appropriate.

- ★ **PARTICIPATION** – Show your support and encouragement by participation in school activities and attendance at school events, especially those in which your child has a role to play. Read the Parent and Student Handbook and discuss the philosophy and policies contained therein with your child. Maintain regular contact with your child’s teachers.
- ★ **SUPPORT** – The Children’s School values your commitment of time and talent, and your ability to contribute to the financial health of the school. Tuition does not cover the cost of a child’s education at The Children’s School. As a non-profit organization, we depend upon the generosity of parents and friends to make up the difference between tuition revenue and the cost of a TCS education. Parents are invited to contribute to our Annual Fund and to Fun Night, our annual fund raising auction. The school community appreciates and values your support.

#### *School Values for Kindergarten through Eighth Grade Students*

- ★ **RESPECT** – Take care of yourself and others and take care of the things in our school. Listen to messages and put away your words when it is a friend’s turn to talk. Follow directions from teachers and other adults. Tell the truth and remember to give messages with your words and not your body. Older children are mentors for our younger students; please remember to model respect, cooperation and good communication skills at all times.
- ★ **COMMUNICATION** – Use your words to ask a friend or an adult for help when you need it. Remember to use kind words and try not to hurt someone’s feelings. If you have a problem, first go the person you are having a problem with (friend, teacher) and problem solve. If that is not successful, ask an adult faculty member for help. It is important to remember that we do not allow teasing, bullying or hitting at The Children’s School.
- ★ **PARTICIPATION** – Do your best work at school and when you are working with friends. Be sure to do your share of the work. Older students should participate in and support the Student Body Association. Our school day begins at 8:30 am for elementary students and 8:00 am for NMY students. It is imperative that students arrive at school on time every day and are absent only if absolutely necessary. Community Meetings and classroom Morning Meetings are an integral part of our school culture and timely attendance is a “have-to” for all students. Enjoy being creative and collaborative, have fun and enjoy your experiences at TCS.
- ★ **SUPPORT** – Help keep our school beautiful by putting away toys and keeping the playground clean. Treat library books with care and help keep the garden and flower pots neat and beautiful. Help your teacher when your class has special projects, community meeting and drama productions.

#### *School Values for Preschool and Prekindergarten Students*

When I am at school, I promise to do my best to remember to:

- ★ Be a good friend and respect others.
- ★ Use my words when I need to and listen to messages from my teachers and friends.
- ★ Be safe with my body. I won’t hit, bite, kick or use hurtful words.
- ★ Take good care of all the books and materials in my classroom.
- ★ Take good care of the school animals, garden and toys on the playground.
- ★ Have fun.



## School Governance: TCS Board of Trustees

The Children's School is a private, non-profit corporation overseen by a Board of Trustees, which is responsible for the present and future integrity of the school. The Board has three primary roles: ensuring long term financial viability, providing continuity of leadership, and establishing policies that adhere to the mission, vision and values of the school.

### The 2010-11 Board of Trustees

Jeff Schneider, President

Rita Albert, Vice President

Esther Stearns, Treasurer

Kyle Fraher, Secretary

Michael Fangman

Susan Harris

Jim Heaton

Emmet Holden

Jenny Ilfeld

Helene Mandell

Gordon McNeill

Terri Nelson

Brian Oliphant (*ex officio*)

Martha Sottosanti

Judybeth Tropp

Peter Weinberg

## The Children's School Parent Association

The Parent Association is our school's main volunteer group. Every parent is automatically a member. The Parent Association builds community and plans family events. Parent involvement is strongly encouraged and highly valued as a gift to the children and to the school. The Parent Association trains room parents and raises money to support TCS.

### 2010–11 Parent Association Officers

President	Jan Cohn Stearns
Vice President	Amy Conover
Secretary	Sondra Drahos
Treasurer	Hitomi Usher
Events Coordinator	Amy Stern
Room Parent Coordinators:	
Early Childhood	Karen Beighley
Elementary	Kelly Lange
NMY	Elvia Calderon
Administration Liaison	Laura Lavoie

### PA Event and Committee Chairs

eScrip	Debra Yaruss
Fall Festival	Christina Cavallin
Holiday Book Event	Lisa Stefanacci
Sock Hop	Bret Conover
Fun Night	TBD
Annual Fund	Peter Weinberg



## Room Parents

Parents play a vital role in The Children's School community. These are the families with whom you will build relationships as you share birthday parties, play dates and classroom experiences throughout your children's school career.

Every classroom from Toddler through Eighth Grade at The Children's School needs at least one Room Parent.

One way that many TCS parents facilitate community building in the classrooms is to take on the role of Room Parent. In addition to serving as a liaison between the Parent Association and the classroom families, Room Parents help families get to know each other and welcome new families into the class. Room Parents facilitate introductions, send get well or congratulatory cards, and organize classroom parties and field trips. They also often help children acknowledge their teacher's birthday.

Being a Room Parent provides you with the opportunity to get to know The Children's School community better, find out more about your child's teacher and help out in your child's classroom.

### **The primary responsibilities of a room parent are:**

- ★ Work with the office staff to develop an emergency contact phone tree
- ★ Attend Parent Association (PA) meetings and get the word out on PA activities to all parents in the classroom
- ★ Organize a class booth for Fall Festival
- ★ Organize the classroom food table for the Great Artists Grand Finale Exhibit
- ★ Work with Fun Night chairs to organize the volunteer sign up sheet and to organize donations
- ★ Work with the class Annual Fund Team Captains to build class community

As part of our goal to inspire, engage and prepare our wonderful volunteers who serve as room parents, we ask all room parents to attend a mandatory Room Parent Training Session early in the school year.

## Classroom Volunteers at The Children's School

We welcome the involvement of parents in the life of the school. Your understanding and support of your child's classroom and the school community are vital to the success of The Children's School. There are many ways you can participate: working on a project with children in the classroom, reading with children, making materials at home for the classroom, driving on a field trip, bringing in snack, sharing your knowledge of a specific subject, or helping to raise funds for the school. In addition to these specific tasks, you serve as a model for ethical behavior and you nurture the children's character in the school setting. The respect given to the adults in the community and the care taken with the children help to establish a safe and secure atmosphere.

### **Health and Safety**

- ★ When you are volunteering in your child's classroom, please park in the front of the school. Upon arrival at school, please check in at the Main Office so we know that you are on campus. You may give out the main school telephone number, (858) 454-0184, for emergency calls. Please turn off your cell phone during your volunteer time.
- ★ If you are not feeling well, please do not come to school. Call the office so that we may notify the classroom teacher.
- ★ We believe that every member of The Children's School community is entitled to learn and thrive in a safe and supportive environment; therefore, all children and adults are responsible for treating each other with respect. With that in mind, please do not ask children personal questions.
- ★ When you are volunteering in a class or going on a field trip, we request that you not bring your other children. Your responsibly must be to the children in the class. A sibling can be distracting to students and to you.
- ★ Children are expected to walk (not run) between classrooms and buildings. We encourage you to use gentle reminders with the children as necessary.
- ★ Please be sure to ask the teacher if any children in the class have food allergies. Giving a food item that contains even a tiny bit of the substance the child is allergic to can cause a life-threatening reaction.

### **Tips for Promoting a Safe and Caring Environment**

- ★ Use positive language to promote positive behavior.
- ★ All children and adults will interact in an environment free from verbal and physical abuse. Fighting, hitting, kicking, pushing, biting, poking, profanity and verbal abuse of others is not allowed.



- ★ The care of personal and school property is expected at all times.
- ★ Focus on non-competitive, non-elimination games and activities. Non-competitive activities help children focus on the fun and learning aspects of the activities rather than on winning or losing.
- ★ Troubleshoot potential trouble spots during games. For example, in tag, some children may tag too aggressively. Anticipate trouble spots and plan ahead. Model and role-play appropriate behavior before trouble occurs.
- ★ Carefully observe children at play and stop play when necessary. Redirect children to another activity when appropriate.
- ★ Please seek assistance from the classroom teacher when behaviors or situations arise for which you are unsure of the right words to use or consequences to implement.

### **Classroom Organization and Management**

- ★ Meet with the teacher before you volunteer in the classroom to find out how the classroom is organized and what role you may play. You may be working on a particular skill with a child or working with a small group. You may be managing a particular learning center. When you understand the goal of your task, you will feel a sense of accomplishment at the end of your time in class. We want you, the teacher and the children to gain from the volunteer experience.
- ★ Model appropriate behavior for children by recognizing and following the rules of the classroom.
- ★ Be friendly, but remember you are part of the teaching team when you volunteer.

### **Examples of Encouraging Language**

- ★ Describing: “I noticed the way you sorted the blocks and put them on the right shelf.” “I see that you remembered to write your name on your work.” “You cleaned the table very carefully today, John. I see that you got all the glue off.”
- ★ Reminding: “It is not time to go outside yet. Tell me what your choices are until it’s time to go out.” “Who knows where the paper is for our writing assignment? Please show us.”
- ★ Redirecting: “I hear conversations about the ball game. Please save the conversation until recess. Now it’s time to concentrate on your math homework.” “I see that you are having trouble concentrating when you sit next to Susan. Let’s set up a quiet place for you at this space so you can finish your writing assignment.”
- ★ Intervention: “I notice that you both are having a difference of opinion. Let’s find a quiet place so you can discuss the problem. I will join.” With an older child, the suggestion might be: “Find a place where you can sit down and talk about it. Then come and let me know how you solved it.”
- ★ Interpersonal: “I see that Linda is feeling hurt by your words.” (teacher modeling) “How do you think Mark feels?” (asking the child to identify the feeling) “I wonder why Emily is crying.” (understanding of non-verbal clues)
- ★ Intrapersonal: “I’m feeling excited about our discussion today.” (teacher modeling): “How do you feel about the work you did on your science project?” (asking the child to identify his/her feelings) “I feel sad when you knock over my block building.” (asking child about feelings and assisting with the language to identify the feeling).
- ★ Encouragement: “I like the way you organized your story.” “I noticed your caring words helped Peter.” “Thank you for helping to clean the block area.” “What do you think?”
- ★ Building self-esteem and confidence: “Can you tell us more about that?” “Thank you for your idea.” “That was a good try.” “I see that you solved the problem using your own idea.”
- ★ Learning from mistakes (teacher modeling): “I made a mistake. Can you tell me what to do to solve this problem?” “I wonder where to find the answer to that question.”
- ★ Assessment: “You had a hard time in the art activity today. What do you need to do to make it better next time?”

### **Learning Center Work**

- ★ The activities are clearly defined for the children so they can be their own “managers.” You may be asked to lead one activity while some children work at another center or have a lesson with the teacher.
- ★ Children are expected to follow a plan and know what their choices and responsibilities are.
- ★ Children are expected to complete the job in the chosen area.
- ★ Children are expected to work cooperatively and respectfully with their group.



## **Arriving and Leaving the Classroom**

- ★ Please arrive on time and let your child know that you will be in the class for a specific period of time.
- ★ It is important for you to arrive and leave with as little disruption to the day as possible.

## **Being Part of a Teaching Team**

- ★ The teacher will explain your specific responsibilities for the day. You are expected to assist and support the teaching plan for the day.
- ★ When you volunteer at the school, you are expected to follow the established guidelines for confidentiality in an educational setting. It is essential that you do not report to other parents about the behavior or academic abilities of children in the class. It is the responsibility of the teacher to speak with the parents about their child's day. Please remember that you are seeing a snapshot of a child's school experience. You cannot know what has gone before or what will happen after you leave.
- ★ If you have any questions or concerns about what happened in class while you were there, it is appropriate to have a discussion with the teacher to clarify your understanding. Please set up an appointment outside of classroom hours that is convenient for the teacher.
- ★ Please remember that it is not always easy to be a volunteer or a teacher. We all strive to say and do the right thing, but we are merely human and not always perfect.

## **Relationship with your child when you volunteer**

- ★ Children are generally happy to have you volunteer in their classes. As they get older (particularly in Third Grade and above), they seek independence and begin to look to their peer group for support. Teachers understand the best way to utilize your interest while respecting the developmental growth of your child, and will select an appropriate role for you.
- ★ If you have a young child, be clear about your role in the class as a teacher of all children. Role-play how your child might share you with friends in class.
- ★ Be sure your child knows when you will come and go from the class so he/she won't be upset or worried.

## **The Classroom Volunteer's Role**

### **Parent Toddler Class**

- ★ Remain in the class until you can separate from your child with minimum disruption for your child.
- ★ Practice the use of encouraging words.
- ★ Demonstrate activities and assist children as needed.
- ★ Follow the child's interest rather than directing the child to an activity.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Preschool and Prekindergarten**

- ★ Teachers will request volunteers for specific projects.
- ★ The classroom teachers will assist when help is needed.
- ★ Parents help with setting up and cleaning up. Be prepared with all materials. Be flexible.
- ★ Limit the number of children at a table to a manageable size.
- ★ Observe how teachers model problem solving.
- ★ Prekindergarten parents driving on field trips will need car seats for all students weighing less than 60 pounds. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ Please do not bring your other children on the field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Kindergarten**

- ★ Please see the monthly class volunteer calendar for specific dates and times when teachers need volunteers.
- ★ Parents are often invited to share family traditions, assist in small group classroom centers and cooking projects, and



help with Book Cooks.

- ★ Parents may be requested to help prepare for class projects at home.
- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **First Grade**

- ★ Teachers have scheduled times when they need volunteers to work on activities in the classroom. Some activities might include cooking, special projects, art and reading.
- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Second Grade**

- ★ A volunteer sign up form will be posted for parents to volunteer at scheduled times.
- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan (see "Field Trips" on page 25) form must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Third Grade**

- ★ A volunteer sign up form will be posted for parents to volunteer at scheduled times.
- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Fourth Grade**

- ★ Guest presenters are encouraged to work with the teacher to organize 30-45 minute presentations on topics related to the curriculum.
- ★ Volunteers assist the classroom with special projects as requested by the teacher.
- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Fifth, Sixth, Seventh and Eighth Grade**

- ★ Scheduled field trips can always use drivers and chaperones. A copy of your driver's license, car insurance, car registration, and Livescan form (see "Field Trips" on page 25) must be on file in the office before leaving campus. Please do not bring other children on a field trip.
- ★ For Fun Night: Meet with the teachers to determine a project. Work with students to complete the project.

### **Science (First through Eighth Grade)**

- ★ Volunteers are encouraged to schedule time with the science teachers.
- ★ Parents are invited to share expertise in an area of science being studied by the classes by presenting information, demonstrating principles or conducting experiments.

### **Art**

- ★ Volunteers are encouraged to schedule time with the art teachers.
- ★ For Prekindergarten through Eighth Grade, parents are invited to assist during your child's scheduled art time.



## Library

- ★ Volunteers are encouraged to schedule time with the librarian.
- ★ Assistance might be requested with shelving and covering books, helping with story time or being a guest reader.

## 2010–11 School Events

### Back to School Events

*Early Childhood September 14, 5:30 pm*

*Elementary September 15, 5:30 pm*

*NMY September 14, 8:00 am*

These events are for and returning parents to learn about the adventures your child(ren) will embark on in the upcoming school year. This event is required and is for grown-ups only, please.

### Pizza Social

*September 24, 5:00 - 7:00 pm*

Bring the whole family to the Kelly Family Field to eat pizza, renew old friendships and make new ones. Admission is a side dish to share: a salad for Toddler/Preschool/Prekindergarten families or a dessert for Kindergarten - Eighth Grade families.

### Fall Festival

*October 17, 11:00 am - 4:00 pm*

The major fundraising event of the fall, our annual carnival offers games, activities and fun for the entire family. Each classroom sponsors a booth at this school-wide event. Proceeds from Fall Festival benefit the TCS Parent association and the school.

### The Book Works Winter Holiday Event

*December 5*

Plan to stop by The Book Works in Del Mar for an afternoon of browsing amidst a wonderful array of stationery, giftware and books for all ages and interests. The Book Works will donate a portion of the proceeds from the event to the TCS PA!

### Sock-Hop & Ice Cream Social

*February 11*

TCS students flash back to the 1950s as they dance in period apparel while a DJ spins records. Parents staff the refreshment station. This event is one of the students' favorites!

### Read Across America 2011, Pajama Day and Pancake Lunch

*March 2*

Preschoolers through Eighth Graders are treated to a pancake lunch in conjunction with Read Across America.

### Teacher Appreciation Days

*March 10-11*

Join us as we thank our wonderful teachers and administrative staff for all they do.

### Great Artists Grande Finale

*April 14, 5:30 - 8:00 pm*

This evening art exhibit on campus is the culmination of extensive study of selected artists by TCS Toddlers through Eighth Grade students. Admire their work as you stroll through the classrooms, sipping sparkling cider and enjoying hors d'oeuvres.

### Fun Night

*May 14*

The major fundraising event of the spring, this evening includes a dinner dance and auction featuring items created by our own TCS children as well as items donated by parents, local businesses and other school supporters. Proceeds from Fun Night support the school's operating budget.

### Elementary Spring Sing

*May 20*

Relatives and friends fill the TCS auditorium to hear the elementary students sing their favorite songs.

### Fun Run

*May 27*

Come and cheer on our students as they run and raise money for our physical education program and playground equipment.

### Early Childhood Spring Sing

*June 3*

Relatives and friends fill the TCS auditorium to hear the students sing their favorite songs. An informal reception follows.



# The Children's School

## 2010-11 Calendar



### September 2010

S	M	T	W	Th	F	S
			1	2	3	4
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 2010

S	M	T	W	Th	F	S
					1	2
3	4	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

### November 2010

S	M	T	W	Th	F	S
	1	2	3	4	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				

### December 2010

S	M	T	W	Th	F	S
			1	2	3	4
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	31	

### January 2011

S	M	T	W	Th	F	S
					1	
2	3	4	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

### February 2011

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

### March 2011

S	M	T	W	Th	F	S
		1	2	3	4	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	31		

### April 2011

S	M	T	W	Th	F	S
					1	2
3	4	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

### May 2011

S	M	T	W	Th	F	S
	1	2	3	4	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	31			

### June 2011

S	M	T	W	Th	F	S
			1	2	3	4
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		

### August 2010

16	Great Scientists Golf Classic
23-25	Toddler & Preschool Home Visits

### September 2010

1	New Parent Orientation (6:30 - 8:00 pm)
3	Sneak-a-Peek <i>Toddler - Preschool at 11:00 am, PreK - Third at 1:00 pm</i>
6	Labor Day Holiday <i>No School, No Kids' Club</i>
7	First Day of School <i>T/TH Toddler &amp; Preschool - Eighth Grade</i>
8	First Day of School <i>MWF Toddler &amp; Preschool</i>
10	New Campus Grand Opening (5:00 - 7:00 pm)
14	Back to School Morning for NMY (8:00 am)
14	Fifth Grade Bridging Ceremony (9:00 am)
14	Back to School Night for Early Childhood (5:30 pm) <i>Toddler - Preschool</i>
15	Back to School Night for Elementary (5:30 pm) <i>Prekindergarten - Fourth Grade</i>
17	Parent Association (PA) Meeting (9:00 am)
20-22	School Pictures
24	Pizza Social (5:00 - 7:00 pm)

### October 2010

2	PA Parent Social (6:00 - 8:00 pm)
7	Social Curriculum for Parents (8:45 am)
3-9	NMY Fall Trip
14	Leadership Reception
15	PA Meeting (9:00 am)
17	Fall Festival (11:00 am - 4:00 pm)
27	Preschool Parent Teacher Conferences <i>No School, Preschool only Kids' Club by reservation</i>
28-29	Schoolwide Parent Teacher Conferences <i>No School, Toddler - Eighth Grade Kids' Club by reservation</i>

### November 2010

9	POPs (Parents on the Playground) Lunch
9	Toddler - Fourth Grade Open House (6:00 pm)
10	Toddler - Fourth Grade Open House (9:00 am)
11	Veterans' Day Holiday <i>No School, No Kids' Club</i>
12	Professional Development Day <i>No School, No Kids' Club</i>
17	PA meeting (9:00 am)
22	Early Childhood Harvest Hike (9:00 am)
23	Grandparents & Special Friends Day
24-26	Thanksgiving Holiday <i>No School, No Kids' Club</i>

Please consult the school calendar on our website at [www.tcsj.org](http://www.tcsj.org) for the most recent information. All dates and times are subject to change.  
Current as of 09/14/2010



**December 2010**

5	The Book Works Holiday Event
9	Toddler - Fourth Grade Open House (9:00 am)
14	PA Holiday Brunch
17	Noon Dismissal Schoolwide <i>Kids' Club by reservation</i>
Dec 20 - 31	Winter Break <i>No School, No Kids' Club</i>

**January 2011**

3	School Resumes
3	NMY 2 <sup>nd</sup> Trimester Begins
12	PA Meeting (9:00 am)
13	Toddler - Fourth Grade Open House (9:00 am)
14	Professional Development Day <i>No School, No Kids' Club</i>
17	Martin Luther King, Jr. Day Holiday <i>No School, No Kids' Club</i>
22	ISEE Testing at TCS
28	POPs Lunch

**February 2011**

1	Preschool Parent Teacher Conferences <i>No School, Preschool only</i> <i>Kids' Club by reservation</i>
2-3	Toddler - Fourth Grade Parent Teacher Conferences <i>No School, Toddler - Fourth Grade</i> <i>Kids' Club by reservation</i>
5	ISEE Testing at TCS
9	PA Meeting (9:00 am)
11	Sock Hop
11	NMY Dance (6:00 pm)
21-25	Presidents' Week Break <i>No School, No Kids' Club</i>
28	Great Artists Begins

**March 2011**

2	READ Across America 2011, Pajamas & Pancakes Day (11:00 am - 1:00 pm)
10-11	Teacher Appreciation Days
10	PA Meeting (9:00 am)
11	POPs Lunch
17-18	NMY Parent Teacher Conferences <i>No School, Fifth - Eighth Grade only</i> <i>Kids' Club by reservation</i>
21	NMY 3 <sup>rd</sup> Trimester Begins

**April 2011**

6	PA Meeting (9:00 am)
14	Great Artists Grande Finale (5:30 - 8:00 pm) <i>Noon Dismissal, Kids' Club by reservation</i>
15	Professional Development Day <i>No School, No Kids' Club</i>
18-22	Spring Break <i>No School, No Kids' Club</i>

**May 2011**

14	Fun Night
20	Elementary Spring Sing (9:00 am & 2:00 pm)
24	PA Meeting (9:00 am)
24	POPs Lunch
27	TCS Fun Run
30	Memorial Day Holiday <i>No School, No Kids' Club</i>
31	Bike Day for Preschool

**June 2011**

1	Bike Day for Preschool
2	Eighth Grade Presentations of Learning (6:30 pm)
3	Early Childhood Spring Sing (9:00 am)
7	Fifth - Seventh Grade Presentations of Learning (6:30 pm)
8	Field Day
9	Eighth Grade Graduation (5:00 pm)
10	fourth Grade Bridging Ceremony (9:00 am)
10	Last Day of School <i>Noon Dismissal, Toddlers through Seventh Grade</i> <i>Kids' Club by reservation</i>
20	Summer Camp Session 1 Begins

Please consult the school calendar on our website at [www.tcslj.org](http://www.tcslj.org) for the most recent information. All dates and times are subject to change.  
Current as of 09/14/2010



## The Children's School Administration and Staff

**Brian Oliphant**, Head of School  
*B.S., University of Loughborough, England*  
*M.S., University of Edinburgh, Scotland*  
Directs the day-to-day operation of the school and is also responsible for issues regarding mission, governance, strategic planning, and curriculum.  
boliphant@tcslj.org

**Lisa Attinasi**, School Nurse and Parent Educator  
*B.S. Nursing, California State University, Dominguez Hills*  
Oversees the health and wellness programs at TCS, including organizing parent education workshops and NMY Life Skills.  
lattinasi@tcslj.org

**Janice Benesch**, Business Manager  
*University of Denver*  
Oversees the business-related and financial tasks in running the school.  
jbenesch@tcslj.org

**Sally Bushue**, Accounting Assistant  
Assists in all aspects of the business office and database management.  
sbushue@tcslj.org

**Jesse Brand**, Director of Technology  
*B.S., University of California, San Diego*  
Maintains the school wide computer network and technology, and works with faculty and staff to integrate technology into the curriculum.  
jbrand@tcslj.org

**Christy Dunn**, Director of Activities  
*B.A., California State University, San Marcos*  
Manages after school enrichment classes, summer camp, and oversees Kids' Club, the extended care program.  
cdunn@tcslj.org

**Laura Lavoie**, Director of Development  
*B.A., Williams College*  
*M. Ed., Endicott College*  
Oversees fund raising including the Annual Fund, Capital Campaigns and Fun Night, and works with parents, alumni, faculty and board members to ensure the long-term sustainability of TCS. Acts as a liaison to the Parent Association.  
llavoie@tcslj.org

**Marilyn**, Receptionist/Administrative Assistant  
Coordinates operations of the school office including answering the phone, greeting visitors, dispensing medication, recording attendance and providing forms.  
info@tcslj.org

**Carey Noakes**, Communications Coordinator  
*B.A., Saint Mary's College of California*  
Coordinates all internal and external communication as well as the Master Calendar.  
cnoakes@tcslj.org

**Rachel Ridgeway**, Director of Admissions  
*B.A., San Diego State University*  
Manages the admissions office and student placement.  
rridgeway@tcslj.org

**Jorge Verdugo**, Maintenance Supervisor  
Ensures that the TCS campus is clean, safe, and beautiful for the school community.

### DIVISION DIRECTORS

**Denise Nasrawi**, Director of Early Childhood Programs  
*B.A., Pacific Oaks College*  
*California Early Childhood Mentor Teacher*  
*California Master Teacher/ Site Supervisory Credential*  
Coordinates schedules, plans curriculum for the Preschool program, and supports teachers and families in the Preschool.  
dnasrawi@tcslj.org

**Evelyn Terry**, Director of Elementary Programs  
*B.A., California State University, Sacramento*  
*National Board Certification*  
*California Teaching Credential*  
Coordinates schedules, plans curriculum for the elementary program, and supports teachers and families in the elementary program.  
eterry@tcslj.org

**Robert Greco**, Nelson Middle Years Program Director  
*B.A., Rice University*  
Coordinates schedules, plans curriculum and co-curricular activities for the NMY program, supports teachers and families in the NMY program.  
rgreco@tcslj.org



# The Children's School

## Faculty: Classroom Teachers

### Parent/Toddler

#### **Lisa Attinasi, Parent Educator**

B.S. Nursing, California State University, Dominguez Hills  
lattinasi@tcslj.org

#### **Leslie Lucas**

B.A., Purdue University  
M.A., CA State University, Northridge  
California Site Supervisory Credential  
llucas@tcslj.org

#### **Itzel Durazo**

idurazo@tcslj.org

### Preschool, Room 1

#### **Jennifer Dunne**

B.S., Springfield College  
jdunne@tcslj.org

#### **Crista Vitalis-Charles**

B.A., San Diego State University  
California Teaching Credential  
cvitalischarles@tcslj.org

### Preschool, Room 2

#### **Jennifer Ehlen**

B.A., Bucknell University  
New Jersey Teaching Credential  
jehlen@tcslj.org

#### **Denise Nasrawi**

B.A., Pacific Oaks College  
California Master Teacher/Site Supervisory Credential  
dnasrawi@tcslj.org

#### **Melissa Underwood**

B.A., California State University, San Marcos  
munderwood@tcslj.org

### Prekindergarten, Room 6

#### **Lisa Bergin**

B.S., New York Institute of Technology  
lbergin@tcslj.org

### Prekindergarten, Room 7

#### **Maria D'Orio**

B.A., San Francisco State University  
M.A., San Diego University of Integrative Studies  
mdorio@tcslj.org

#### **Theresa Herbster-Bader**

B.A., San Diego State University  
California Teaching Credential  
therbsterbader@tcslj.org

### Prekindergarten, Room 8

#### **Jodi Kammer**

B.A., Michigan State University  
jkammer@tcslj.org

#### **Lori Vertz**

B.S. Ed., Clarion University  
California Teaching Credential  
lvertz@tcslj.org

### Kindergarten, Room 5

#### **Lisa Jardine**

B.S., University of Colorado  
California Teaching Credential  
ljardine@tcslj.org

### First Grade, Room 3

#### **Ellen Monfredi**

B.A., Chico State University  
California Teaching Credential  
emonfredi@tcslj.org

### First Grade, Room 4

#### **Evelyn Terry**

B.A., California State University, Sacramento  
National Board Certification; California Teaching Credential  
eterry@tcslj.org

### Second Grade, Room 9

#### **Ellen Gordon**

B.S., Pennsylvania State University, M.A., Boston College  
Massachusetts and Pennsylvania Teaching Credentials  
egordon@tcslj.org

### Third Grade, Room 10

#### **Rebecca Lindsay**

B.A., York University  
rlindsay@tcslj.org

### Third Grade, Room 12

#### **Denise Pollak**

B.A., San Diego State University; M.Ed., National University  
dpollak@tcslj.org

### Fourth Grade, Room 11

#### **Jennifer Brinsky**

B.A., Stanford University  
M.A.T., Manhattanville College, M.A., San Diego State Univ.  
California Teaching Credential  
jbrinsky@tcslj.org



**The Children's School**  
**Faculty: Nelson Middle Years and Specialty Teachers**

**NELSON MIDDLE YEARS**

**Fifth and Sixth Grade Humanities**

**Meghan Hanebutt**

B.F.A., University of Delaware, M.Ed. Wilmington University  
mhanebutt@tcslj.org

**Fifth and Sixth Grade Math & Science**

**Elizabeth Kowba**

B.A., UC Davis  
California Teaching Credential  
ekowba@tcslj.org

**Seventh and Eighth Grade Humanities**

**Robert Greco**

B.A., Rice University  
rgreco@tcslj.org

**Seventh and Eighth Grade Math & Science**

**Carwai Seto**

B.S., Princeton University, M.Ed. Lesley University  
cseto@tcslj.org

**SPECIALTY TEACHERS**

**Art**

**Carrie Orsborn**

B.A., San Diego State University  
California Teaching Credential  
corsborn@tcslj.org

**Dance**

**Lorna Diamond**

Royal Academy of Dancing  
Cape Performing Arts Board  
Danza Lorca Spanish Dance Company  
danceacademy@san.rr.com

**Library**

**Janie Scott**

B.S. Ed., Michigan State University  
B.S., Michigan State University  
M.S., Library and Information Sciences,  
San Jose State University  
California Teaching Credential  
jscott@tcslj.org

**Music**

**Lauren Karkenny**

B.A., Pennsylvania State University  
lkarkenny@tcslj.org

**Physical Education**

**Todd Billings**

B.A., San Diego State University  
M.A., San Diego State University  
tbillings@tcslj.org

**Science**

**Kim Lohnas**

B.S., Towson University  
M.A. Johns Hopkins University  
klohnas@tcslj.org

**Spanish**

**Isabel Olondriz**

B.A., Ateneo University  
M.A., Michigan State University  
M.A., University of Sydney  
iolondriz@tcslj.org

**Rosana Puricelli**

B.S., San Diego State University  
M.A., Alliant International University  
California Teaching Credential  
rpuricelli@tcslj.org

**Crystal Foley**

B.A., Keene State University  
M.Ed., University of San Diego  
cfoley@tcslj.org

**Technology**

**Kristi Anzalone**

B.A., San Diego State University  
kanzalone@tcslj.org



## Whom Do I Contact If...

I have general concerns about the school?	Brian
I want to know the school's goals for the future?	Brian
I want to know who sets major school policies?	Brian
I want to speak to the person responsible for day-to-day operations?	Brian
I want to speak to the person responsible for implementation of policies?	Brian
I have a question about the school website?	Carey
I have questions about an upcoming event?	Carey
I want to publish information in <i>The TCS Comet</i> email newsletter?	Carey
I want to sign up for an enrichment class?	Christy
I want to sign up for Kids' Club extended care for a special event?	Christy
My child is having a personal problem?	Classroom teacher/Division Director
My child is having problems with academics?	Classroom teacher/Division Director
I have a question about curriculum?	Division Director
I have a question about my bill?	Janice
I need information about financial aid?	Janice
I want to pay for tuition or extended care?	Janice
I am interested in knowing more about Annual Giving?	Laura
I have an idea for a school fundraiser?	Laura
I would like to make a gift to the school?	Laura
My child has a communicable disease?	Lisa A.
My child is absent or late?	Marilyn
My child will miss school for more than two days?	Marilyn
I have a question about immunization requirements?	Marilyn
I have an idea for a school event?	Parent Association
I have another child ready for school next year?	Rachel
I want information about community service?	Rob or Lisa A.



## Policies & Procedures: Health

### Health/Immunization Forms

Health forms and immunization records are required by the State of California for school entry. Newly enrolled students must turn in this information and re-enrolled students must have up-to-date records. Children will be admitted to school only when all necessary forms have been completed, updated, signed and returned.

### Illness Policy

The health and well-being of our students and community are always a priority at TCS. In order for us to protect our children and staff, we ask you to read and adhere to our Illness Policy.

#### **Please keep your child home if he/she exhibits any of the following:**

1. A fever (a temperature of 100 F or higher). A child must be fever free without medication (Tylenol, Advil, etc) for at least 24 hours before returning to school.
2. An unusual rash of any kind. An exception would be a rash due to an antibiotic reaction or eczema.
3. Any contagious disease such as (but not limited to): flu, chickenpox, measles, mumps, pinkeye and an active case of head lice. Please report any occurrence of these contagious diseases to the office.
4. Any eye infection/irritation with discharge. Your child may return after being examined by MD and/or is on appropriate medication for 24 hours.
5. An ear or throat infection. Your child may return after being examined by MD and/or is on appropriate medication for 24 hours.
6. Vomiting or diarrhea. Your child must be symptom free for 24 hours before returning to school.
7. Irregular breathing symptoms, such as breathing rapidly, nasally with effort or wheezing.
8. A diagnosed illness or any symptoms of illness (acute cold symptoms, hacking persistent cough, headache).

Please assess the comfort of your child before coming to school. If your child is listless, pale or unusually irritable, this would be reason to keep your child home. Notify the school office the same day if your child stays home due to illness. Should your child become ill during the school day, the parents will be notified and possibly asked to pick up the student. When the school calls and asks parents to pick up a sick child, parents are expected to pick up the child within the hour. When there is an exposure to a communicable disease, families will be notified.

### *Let's Stay Healthy!*

Here are some basic recommendations for keeping your child healthy during the school year:

1. Make sure your child gets enough sleep. Most children need 8-10 hours a night.
2. Reinforce the importance of good hand washing. Sinks and soap are available in the classroom and children are encouraged to wash hands after toileting and before eating.
3. Pack water bottles in lunch boxes. Hydration is essential to good attention span.
4. Apply sunscreen before school. Children are outside for many activities during the course of their school day. Hats are also advisable.
5. Consider a rolling backpack if your child's load is heavy.
6. Pack healthy lunches and snacks. Good nutrition impacts your child's immunity, attention span and moods!

### Absence due to Illness

State law requires that daily attendance be taken in all classrooms. All absences must be reported to the school receptionist before 9:00 am. A message may be left on the school's voice mail at any hour. If the absence is due to a communicable disease, a doctor's release may be necessary for the child to be readmitted to class. All extended absences and make up assignments must be discussed with the teacher.

### Medication

Students requiring medication at school need to have a current *Physician's Recommendation for Medication* form on file in the office. The form must be completed by your physician and signed by the parent. The medication policy allows for routine or as-needed medication. The form and medication in a pharmacy bottle, with dosage clearly indicated, needs to be brought to the office by a parent or guardian.



## Sun Safety at TCS

Did you know that an estimated 80% of a person's sun damage occurs before the age of 18?

TCS students spend a significant portion of their school day outside and in the sun. School personnel are not allowed to apply sunscreen to students. Here are a few recommendations to keep our students sunburn free:

- ★ Apply sunscreen to your child before coming to school. Make this as much of your morning routine as eating breakfast and brushing teeth. Don't forget about applying sunscreen to lips, ears and neck areas.
- ★ Encourage your child to wear a hat during recess, PE and lunch. Keep one at school in a cubby or desk.
- ★ Send older children to school with sunscreen in their backpacks. Students can reapply before going to lunch. Waterproof sunscreen only lasts up to 80 minutes so one application may not be sufficient to last the whole day.
- ★ Keep in mind that every child needs extra sun protection. The American Academy of Dermatology recommends that all children - regardless of their skin tone - wear sunscreen with an SPF of 15 or higher. Although dark skin has more protective melanin and tans more easily than it burns, remember that tanning is also a sign of sun damage. Dark-skinned children can also develop painful sunburns.

To encourage better sun safety on campus, the TCS office will have sunscreen on hand for parents and students to use if they do not have their own.

## Lunch and Nut Policy

If you choose to send lunch with your child (as opposed to purchasing it from the school's lunch program), please send a healthy lunch with food stored in easy-to-open containers with necessary utensils. Due to safety concerns, glass containers are not allowed, including bottled drinks. Teachers do not microwave lunch items for students. Please note that we have a **no soda, no candy** policy at TCS.

Due to an increased number of children with life-threatening nut allergies, **the TCS Early Childhood program is nut-free for students in our Toddler program through Kindergarten.** If your child is included in this age group, please do not pack any type of lunch or snack that contains any type of nuts or peanut butter. If your child has any type of food or environmental allergy, please notify your child's teachers and the school office.

## Policies & Procedures: Safety

### Accidents/Injuries

Every effort is made to ensure the children's safety. In the event of minor injuries, an administrative staff member or teacher will attend to the child's needs. If a child needs emergency medical treatment, paramedics will be called and parents notified. An adult who witnesses an accident will complete an Accident Report Form. The report will be filed in the office. A Medical Authorization Form must be on file in the office.

### Playground Safety

We believe that every TCS community member is entitled to learn and thrive in a safe, supportive environment.

We are fortunate to have designated outdoor play spaces that have been designed to be developmentally appropriate for the different age groups of our students. For example, the preschool playground equipment is designed to be safely used by preschool-aged children only. The same goes for the Prekindergarten/Kindergarten playground, and the playground on the grassfield that is reserved for children ages five and older. Each playground has age guidelines posted. During school hours we only allow children to play on those playgrounds that are designed for their age group. We expect parents to adhere to these guidelines and only allow their children to play on age-appropriate equipment, even when parents are present. We have had incidents where children have been injured outside of school hours when playing on inappropriate playgrounds while under the care of parents.

Parents are responsible for their non-enrolled children and adult visitors. Children need to be closely supervised on the play structures. **Toddler and Preschool children may not use the elementary play equipment, which is designed for safe use by older children.**

### School Responsibilities for Behavioral Expectations

The Children's School social curriculum encompasses our expectations for behavior. Within the social curriculum, TCS faculty and staff establish and maintain a safe learning environment based on respect, trust, consistency and age. Adults



model care and concern for people and materials, value children's feelings and ideas, and support children's strengths and interests. Teachers and students work together to clearly define classroom and community rules, limits, expectations and appropriate accountability. These limits allow children to feel safe in taking the necessary risks to learn while they help and respect other students and care for their learning environment. We are committed to assisting children in the development of positive social interactions, appropriate behavior and conflict resolution strategies.

As part of the social curriculum, TCS has schoolwide signals and rules. The schoolwide signal for quiet is a one-two, one-two-three clap. The schoolwide silent signal is the peace sign. There are also schoolwide rules in addition to the rules each class creates together as they share their hopes and dreams for the year. The schoolwide rules are:

- ★ Take care of yourself.
- ★ Help and respect each other.
- ★ Take care of all the things in our school.
- ★ Be a thinking worker.

We use a three pronged behavior system at TCS. First we problem solve, then we redirect. If redirection is not successful, we use logical consequences. The faculty and staff are involved in ongoing staff development in positive behavior management strategies to help students practice appropriate school behaviors and self-control. Adults help children become aware of and take responsibility for the outcome of their actions. Time, patience and consistency enable students to develop their own management skills. Much of the work of our social curriculum comes from the Northeast Foundation for Children. For further reading we recommend *Teaching Children to Care* by Ruth Charney and *Rules in School* by Chip Wood. These are available from the website [www.responsiveclassroom.org](http://www.responsiveclassroom.org).

### Logical Consequences

Use of logical consequences shows respect for the student and the classroom. They are designed to help children analyze mistakes, know what to do next time, but not make them feel badly. For example, when a disruption occurs and verbal messages or redirection are ineffective, the child may be asked to spend some calming time away from the learning environment, which is directly related to the disruptive behavior. Most logical consequences fall into one of three categories.

1. **You break it – you fix it.** If a child spills a drink, the child cleans the spill. This helps the child build a sense of responsibility for both himself and the environment.
2. **When classroom rules aren't followed, responsibility is decreased.** When students show that they aren't ready to handle the level of responsibility a situation demands, we restructure the situation until it is time for the children to try again. For example, if the class has not been following the rules for the loft, the teacher closes the loft for a few days. When the loft is reopened, rules are revisited and reminders for behavioral expectations are given. By mastering the expectations, their responsibilities and capabilities within the school structure are extended.
3. **Calming Time.** When a lack of cooperation is disruptive to the group, the child will be asked to take some calming time in a designated area in the classroom or in the office. When the child is ready to rejoin the group, he or she takes responsibility for determining readiness and informing an adult. Calming time is followed by a discussion as to what happened and what the child could have done differently in the situation.

Depending on the severity of the action, parents may be informed by a phone call or note home discussing the behavioral issues. Parents may be asked to pick up the child if a problem is recurring or serious.

### Home/School Partnership for Behavioral Expectations

Few students have serious behavioral problems. However, to protect the rights of all children, it is important that parents, educators and students understand the consequences of misbehavior. The school staff will work in partnership with parents when a student is not willing or able to adhere to school behavior expectations. The following steps will be taken as parents and staff work together:

1. The teacher defines and documents chronic ongoing misbehavior and notifies the Head of School about these concerns. Appropriate solutions are discussed. Children who are creating an unsafe environment for others will be immediately removed from the classroom and parents called.
2. If misbehavior persists, parents will be asked to attend a conference with the teachers and/or the Head of School to determine a behavior management plan and a timeline for implementation. Documentation is continued.
3. After these steps if there is continued misbehavior, the school may recommend physician or counselor intervention agreeable to the parents. A timeline is established for receiving services and receiving recommendations. Parents and staff review the recommendations together. The instructional staff will implement the strategies recommended by the professional.



4. If the misbehavior persists, if it creates an unsafe environment, or parents do not follow through with professional recommendations, the school will determine the feasibility of keeping the child enrolled.

In order for teachers and staff to maintain an environment that is safe, nurturing and academically challenging for every student, parents are asked to support school behavioral expectations and the consequences if expectations are not met.

### **Child Custody**

TCS cannot prevent or physically restrain a parent from removing a child from the premises unless, in our judgment, the child is in immediate danger of bodily harm. If we have a copy of a court order prohibiting a parent from taking a child, we are limited to explaining that the authorities will be called and the other parent notified before the child can be released.

### **Student Disclosures**

Any allegations of physical or sexual abuse by a student, either orally or in writing, will be reported immediately to the Head of School, or in his absence, the administrator in charge. A step by step protocol, as outlined by the State of California, will be followed by school faculty and administration in the event of any reported abuse.

Instances of one student reporting about another student or questionable disclosures will be passed on to the Head of School. These might include second party disclosures or students approaching a teacher or staff member with ambiguous, casual or written comments about abuse or other similar concerns.

When necessary, the Head of School will assist the teacher in reporting abuse to the appropriate Child Protective Service with help from a counseling consultant.

### **Student Arrival and Departure and Sign-in/Sign-out Procedures**

For safety's sake, children in Toddlers through First Grade must be escorted to the classroom by a parent or another adult. At the end of the day, a parent or other designated adult should meet the child in the designated area and escort to the car.

Preschool and Prekindergarten parents must sign their children in and out with the classroom teachers. Parking is available in the parking lot in front of the school and on Torrey Pines Lane. Lock your vehicle and do not leave anything of value in your car. When escorting children, please be alert to traffic entering and leaving parking areas.

**THERE IS NO PARKING AT ANY TIME IN THE FIRE LANES ANYWHERE AROUND THE SCHOOL.** Parking in designated fire zones could put the lives of everyone on campus, including your child, in danger should there be a fire or other emergency on campus. Parking is allowed **ONLY** in designated parking spaces.

All NMY students arriving after 8:00 am, elementary students in grades Prekindergarten–fourth grade arriving after 8:30 am, and Preschool students arriving after 9:00 am (except for Toddlers) must sign in with Marilyn in the office. Students picked up before 12:00 pm in Preschool, 2:30 pm in Prekindergarten and 3:00 pm in Kindergarten – Eighth Grade must be signed out in the main office.

#### *Arriving on Time*

Students arriving after their program's designated start time will be considered tardy, and the tardiness will be reported to the main office on the class attendance sheet.

**Attendance at Morning Meeting is critical for your child. The Morning Meeting sets the tone for the class and for the day, and consists of information that your child needs to be successful in the classroom and at TCS. When your child arrives late, Morning Meeting is disrupted not only for your child, but for the entire class as well.**

On Fridays, students may drop off their belongings in their classrooms before proceeding with their classes to Community Meeting in the auditorium at 8:30 am. Parents are invited and encouraged to attend Community Meetings on Fridays. To minimize disruption, if you arrive late to Community Meeting we ask that you enter quietly and stand at the back of the auditorium with your child.

### **Communicating with Teachers**

When you need to talk to one of your child's teachers, please use email or voicemail to leave a message. Our teachers will be happy to return your call, answer your email or schedule a visit with you when they have a break or after school. This will help us ensure that instructional time is not interrupted.

Throughout the school year you may come across the personal phone numbers of our faculty and staff. Please limit the use of these phone numbers to cases of emergency only.



## Disaster Preparedness

TCS faculty and staff are trained annually on how to respond in the event of a disaster (earthquake, fire, hostile intruder, bomb threat). Earthquake, fire and lockdown drills are held throughout the year during school hours. In the event of a catastrophic event, all students will be retained, supervised and cared for on campus until emergency personnel authorize TCS staff to relinquish students to their parents or guardian. Here are some basic things parents need to be aware of in the event of a disaster/lockdown event:

1. Access to school will be limited to emergency personnel. Street and parking lots may not be accessible to incoming traffic. Alternative parking will need to be sought on adjacent streets near campus.
2. If students need to be evacuated off campus, our evacuation site is across the street in the east parking lot of Hotel La Jolla.
3. Minimize phone calls to school as lines will need to remain open for emergency personnel.
4. Students will be dismissed and signed out to parent/authorized guardian only after *All Clear* has been announced by emergency personnel. This is absolutely mandatory, as all students need to be accounted for by emergency personnel and TCS.
5. In the event of a lockdown, following an *All Clear*, all student, parents and staff will meet in the TCS auditorium for a community meeting and debriefing.

## School Time Accident Coverage

Our school has purchased **School Time Accident Coverage** to protect all students against accidental injury occurring while the policy is in force. This insurance covers the hours and days when school is in session and while attending school sponsored and supervised activities. Coverage is provided by Guarantee Trust Life Insurance Company and administered by The Maksin Group. Please see the Business Manager for more information.

## Emergency Kits

TCS purchases and stores an emergency kit for each child. Parents must purchase these kits. If a child has food allergies and cannot eat the food provided, he/she needs food provided by the parents.

## Emergency Card/Medical and General Release Forms

State law requires that an Emergency Data Card be on file for each child by the first day of school. The Emergency Data Card must be renewed and updated yearly. Please notify the office promptly regarding any change of address, telephone, medical provider, emergency contact person, or other information that would affect school records.

If we cannot reach a parent in an emergency, we will call the persons listed. Unless we are specifically informed otherwise by the parents, we will not release a child to any person not listed on this form. Identification will be required to pick up a child. It is imperative to notify the school when parents go out of town. The school must know who is in charge of the child in the parents' absence and if there is a change in pick-up procedures.

## Parking/Gates

Parking spaces have been designated for handicapped parking. THESE SPACES ARE RESERVED AT ALL TIMES. Please do not park in a space that is not reserved for you, even if you'll only be "a couple of minutes."

Use of handicapped spaces for non-handicapped persons is against the law, and shows a disregard for those who need these spaces. Tickets will be issued by law enforcement if a handicapped placard is not displayed.

## Visitors and Volunteers on Campus

All visitors must check in at the office. Parent volunteers sign in at the receptionist desk and are issued a name tag to wear while on campus.

## Pets on Campus

To ensure the health and safety of our students, no family pets are allowed on campus. An exception can be made for class sharing with parent supervision and teacher permission.



## Policies & Procedures: Communication

Successful communication between parents and the school is one of the most important components of a child's educational success. We encourage discussion in a constructive manner with the persons directly involved with and responsible for the education of your child. Parents need to know what their children are experiencing and learning in school, and teachers need to know what's happening at home. Parents need to share with the teacher their expectations and desires. Children benefit when teachers, administrators and parents all work together.

All TCS faculty and staff members have email accounts and all teachers have voicemail to make it easy for you to communicate with your child's teachers. When you need to speak to a teacher, we do ask that you be respectful of the classroom and our learning environment by using email or voicemail to leave the teacher a message between 8:00 am and 3:15 pm. Our teachers will be happy to return your call, answer your email or schedule a visit with you when they have a break or after school. This will help us ensure that your child's instructional time is not interrupted.

We suggest that you make it a habit to talk to each of your children at the dinner table about the school day. If you are getting one word answers, check the classroom blogs, newsletters and our website at [www.tcslj.org](http://www.tcslj.org) for information that may stimulate further discussion. As your child progresses through the grades, this investment of time and attention at the family dinner table will pay off.

We use many means to facilitate communication from school to home, including Parent/Teacher conferences, bulletin board notices, classroom newsletters and blogs, and *The TCS Comet*, the school's email newsletter. There is also a wealth of information at the school's web site, [www.tcslj.org](http://www.tcslj.org), for classroom and school-wide news and information. You are invited and encouraged to attend Parent Association meetings and attend school functions and parent education programs.

### Classroom Email Lists

The Children's School classroom email lists are used for communicating with families. They are not to be used for personal communications, planning birthday parties, parent social events, or other activities unrelated to the classroom and the school. Nor are the classroom email lists to be used for the sale and advertisement of goods or services. Our goal is to use these lists for pertinent TCS information and, in case of emergency, critical communication between the school and families. Parents interested in the uses restricted above should explore alternative methods such as online social networks and online advertisement sites, and are encouraged to create personal email lists. The Children's School encourages families to interact with each other through the proper avenues.

### Student Internet/Network Use Guidelines & Responsibility

We are pleased to offer students, faculty, and staff of The Children's School access to the computer network for electronic mail, the Internet and other information systems. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication. No student will be granted access without the written consent of the student's parent or guardian.

1. **Acceptable Use** – The use of school computers must support education and research and be consistent with the educational objectives of The Children's School. Transmission or copying of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, material protected by trade secrets, or another student's work.
2. **Network Etiquette** – Students will:
  - a. Be polite and courteous.
  - b. Use appropriate language.
  - c. Maintain privacy. (Do not reveal personal addresses, phone numbers, passwords or account names.)
  - d. Avoid anti-social or hurtful comments as well as offensive messages and pictures.
  - e. Avoid accessing another person's folders, files or work. No trespassing!
  - f. Not access or produce material that their teachers and parents would consider not age-appropriate.



- 3. Vandalism** – Vandalism will result in cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, the Internet, or any of the other networks. Students and parents will be held legally and financially responsible for acts of student vandalism.
- 4. Inappropriate Use** – The Children’s School faculty and administration will deem what constitutes “inappropriate use” and their decision is final. The faculty, staff and administration may request that computer privileges be denied, revoked or suspended for students who violate this agreement.

## **Community Meeting**

We gather as a community every Friday morning at 8:30 am in the auditorium for about 15 minutes. We acknowledge birthdays and share announcements. Each class from Prekindergarten through Eighth Grade takes turns leading community meeting and sharing their presentations of learning. These presentations might be a poem, a Keynote presentation, a song or a book. All members of the TCS community are encouraged to attend Community Meeting.

## **Resolving Classroom Issues**

Classroom issues often involve such things as dealing with homework assignments, curriculum, teacher/child relationships, peer relationships, student behavior and student assessments. Meet with your child’s classroom teacher to discuss steps to resolve problems. If further discussion is necessary, another meeting can be scheduled with the classroom teacher and the program coordinator.

## **Communicating Special Family Circumstances**

To better understand your child’s behavior and energy level, please communicate with the school about events that may impact your child’s behavior or concentration. This may involve such events as a close family member getting married, graduating or traveling, or about ill health, death, separation, divorce or a job loss. These communications will remain confidential unless the parent indicates otherwise.

## **Parent/Teacher Conferences and Progress Reports**

Conferences give parents the opportunity to discuss their child’s academic progress, social growth and work habits with the teacher. Childcare is available during conferences for those who sign up in advance. Written progress reports for each student are sent home during conference time and at the end of the school year.

Our first all-school parent/teacher conferences will be held October 28 – 29, 2010 and our next conferences for Toddler - Fourth Grade students will be held on February 2 – 3, 2011. The second set of conferences for Fifth – Eighth Grade students will be held March 17 – 18, 2011. Kids’ Club extended care will be available by reservation for parents needing childcare. Please contact the main office if you need to make a reservation to use Kids’ Club on those days.

## **Policies & Procedures: General Information**

### **Birthdays**

Younger children often like to celebrate a birthday or other special occasion by sharing a treat with friends at school. We encourage snacks that are sugar-free, simple to serve and easy to eat. Arrangements for these treats should be made in advance with the classroom teacher. We ask that you please do not distribute invitations for off-campus children’s parties at school.

#### *Birthday Gift Book Club*

Birthdays, holidays and other special events can be honored through donations to The Children’s School Birthday Gift Book Club. When you donate \$25 or more, the school will purchase one book for the library in honor of the birthday child and place a bookplate on the inside cover of the book. (The price covers the book and associated library expenses.) Please turn in the form two weeks before the event. Books are formally presented to the child during a Community Meeting, and then the book is sent home to be enjoyed for a week before permanent placement in the library. What’s more, your donation to the book club is tax deductible! Contact Janie in the TCS library at [jscott@tcslj.org](mailto:jscott@tcslj.org) for more information.

### **Cell Phone Use by Students**

If a student needs to bring a cell phone to school, the cell phone should remain in the student’s backpack during the school day. Each classroom is equipped with a telephone. Students needing to place a call during the school day are expected to use the classroom phones or to come to the school office to use a phone.



## Dress

Because we encourage active participation by the children, comfortable clothing is highly recommended. We expect students to dress appropriately for school. Earrings that dangle may not be worn to school. Tee shirts with inappropriate slogans, shirts that are midriff-baring and shirts with spaghetti straps may not be worn to school. Shorts and skirts should extend to finger-tip length (finger-tip length is determined by having the student stand with their arms fully extended downward at their sides). Those that are shorter than finger-tip length may not be worn, unless leggings or tights are worn underneath. Sneakers must be worn for your child's safety at recess and PE. Open-toed sandals, thong or flip flop sandals, and shoes with wheels (e.g., Heelys) may not be worn to school. We suggest leaving an extra set of clothes and a pair of sneakers in your child's classroom if you have extras. The faculty and administrative staff reserve the right to decide what constitutes appropriate dress. Any clothing that can be removed, such as shoes, jackets or sweaters, needs to be labeled with your child's name.

## Enrichment Programs

A variety of after school enrichment programs are offered each term at TCS. Enrichment classes are available for Preschool – Eighth Grade. We offer Preschool programs from 12:15 – 1:00 pm and 3:15 – 4:00 pm. Prekindergarten programs are offered from 2:30 – 3:15 pm and 3:15 – 4:00 pm. Kindergarten – Eighth Grade programs are available from 3:15 – 4:00 pm or 3:15 – 4:15 pm, depending on the program. Please check our website for program offerings. These classes are open to the community and students must re-register every term.

## Extended Care – Kids' Club

TCS provides extended care for our students before and after school. The program offers a variety of activities, snack, supervised play and homework assistance.

**Ages:** Preschool – Eighth Grade students

**Time:**

- ★ Before school from 7:00 – 7:50 am for Fifth through Eighth Grade students, 7:00 – 8:00 am for Prekindergarten through Fourth Grade students, and from 7:00 – 8:30 am for Preschool students.
- ★ After school care is available from 3:15 – 6:00 pm. If your child is not picked up by 6:00 pm, you will be charged \$1 per minute thereafter.
- ★ Kids' Club is also available for those who sign-up in advance on half days, Back to School nights, and parent/teacher conferences. Advance sign-up is necessary on these special days to ensure that we have adequate staff to supervise all students and maintain state mandated ratios. If you do not reserve a space for your child and your child attends Kids' Club on those special days, you will be charged an additional \$50. Regular school days do not require advance registration.

**Fees:** \$7.75 per hour, billed in increments of 15 minutes. Two payment options are available:

- ★ Unlimited use for an annual fee. Special events and conference days not included.
- ★ Occasional use, for which parents are billed for the service on an ongoing basis.

## Field Trips

Elementary class programs include field trips appropriate to students' interests and abilities which reinforce classroom study with firsthand experience. School policies are in effect during field trips. Parents are notified of field trips in advance through notes and blogs. A permission form will be sent home for each trip. Any treats or souvenirs purchased by students or chaperones on field trips need to be pre-approved by the classroom teacher.

Parents are encouraged to drive a group of students and parent drivers will closely supervise an assigned small group of students. TCS requires Livescan fingerprints be on file for all parents who accompany students on field trips or any other off-campus activity. Livescans can be completed at any police station (including the police station at UCSD) or at the Department of Education. Livescan forms can be obtained in the Main Office. In addition, drivers must provide a copy of both a current car insurance policy and a current driver's license to the main office at least one week before a field trip. Should an accident occur while driving a personal vehicle, the loss will first go against the individual's insurance policy and any expense in excess of the individual's coverage will go against school policy.

The parent must have the following minimum coverage:

- ★ \$250,000 per person bodily injury, \$500,000 bodily injury per accident, and \$50,000 property damage

Many insurance companies will issue a one-day waiver for these amounts.



## Hours: Administration

During the school year, the school offices are open from 8:00 am – 4:00 pm Monday through Thursday, and 8:00 am – 3:30 pm on Friday.

## Hours: School

Please ensure that your child arrives on time and is picked up promptly. Our morning begins with a classroom Morning Meeting that sets the tone for the day and includes a discussion of daily activities.

### Parent/Toddler

Monday/Wednesday/Friday 9:00 am – 12:00 pm

Tuesday/Thursday 9:00 am – 11:30 am

### Preschool

Morning Drop-off 8:30 am – 9:00 am

Half day 9:00 am – 12:00 pm

Full day 9:00 am – 3:00 pm

### Prekindergarten

Drop-off 8:00 am – 8:25 am

School Day 8:30 am – 2:30 pm

Pick up is from 2:30 – 3:00 pm on the Prekindergarten playground.

### Elementary School: Kindergarten - Grade 4:

Drop-off 8:00 am – 8:25 am

School Day 8:30 am – 3:00 pm

### Nelson Middle Years: Grade 5 - Grade 8:

Drop-off 7:45 am – 8:00 am

School Day 8:00 am – 3:15 pm

Parents are requested to leave the classroom by 8:30 am unless they are serving as a parent volunteer.

## Lost & Found

A container for Lost and Found is located in the office. Parents and children are encouraged to check the box for missing belongings. Items not claimed after a month will be donated to charity.

## Lunch

Lunches from home should include nutritious items in containers that children can open and close. Lunch boxes and thermoses should be labeled so that if they end up in the lost and found, they can be identified. Please keep sugar to a minimum and remember that candy, soda pop or items that need to be microwaved are NOT appropriate choices for lunch at The Children's School. We do not microwave lunches for children, so do not send anything that requires heating. Glass containers are not appropriate for student lunches due to safety concerns of breakage. Information regarding purchasing lunch at school is on our website, or you can contact Marilyn in the office for more information.

## Messages for Teachers

Only in an emergency will phone calls be forwarded to teachers during the school day. Callers are welcome to leave messages on a teacher's voice mail or send a message through email.

## Specialty Classes

### *Spanish*

Students in Prekindergarten through Eighth Grade attend Spanish two or three days each week. Our integrated Spanish curriculum incorporates culture and the arts as well as language.

### *Art*

Art is integrated into the curriculum from Toddlers through Eighth Grade. The art teacher visits Preschool twice a week. In addition to the art centers in classrooms, students in Prekindergarten through fourth grade attend art class once a week in the



Art Room. Nelson Middle Years students enjoy a trimester of visual arts and art history. Student artwork is proudly displayed around campus.

### *Music*

All students in Toddlers through Fourth Grade have music classes once a week. Nelson Middle Years students experience a trimester of music classes. Our music curriculum includes vocal music, movement to music, music appreciation, music theory and history, musical composition and use of instruments.

### *Physical Education*

All students in Kindergarten through Eighth Grade participate in PE classes. Students work on a variety of skills as they progress through the grades. We use the blacktop areas and the Kelly Family Field. Students need sneakers for PE. We suggest that your child leave a pair at school unless the sneakers are worn daily.

### *Library*

Classes visit the library weekly. As in any library, materials need to be checked out before leaving. In addition to a full children's library, parenting books and videos are also available. Items checked out of the library become the responsibility of the borrowing family and replacement fees will be charged for lost or damaged items.

### **Homework**

Homework is assigned beginning in second grade in order to promote self-discipline, practice and reinforce classroom work, and develop good study habits. Children are expected to take increasing responsibility for their own learning and accomplishments. Homework assignments are successful with the guidance of teachers and the encouragement of parents. We strongly encourage you to set up a quiet area at home with good lighting for your child to complete his/her homework.

### **Staff Development Days**

November 12, January 14 and April 15 have been designated as staff development/teacher in-service days to provide ongoing faculty education that directly benefits our students. School will not be in session, and Kids' Club will not be available.

### **Summer Camp at TCS**

A variety of camps and classes are offered for children in Preschool through Eighth Grade. The summer schedule is available on April 1. Summer Camp at TCS is operated on a first come, first served basis. Camps for Preschool and Prekindergarten are open to TCS students only, while Kindergarten through Eighth Grade camps are open to the public.

### **Supporting TCS**

When you join the school community, we request that you put the school at the top of your charitable giving list. The Children's School is a non-profit organization whose ongoing health and sustainability depends on the enthusiastic voluntary financial support of its entire community. All gifts to TCS are tax deductible to the extent allowed by law. The experience of contributing to TCS is rewarding both for you and for the children, faculty, and staff as we unite behind a shared mission and build a collective legacy. There are several opportunities for giving to TCS:

**Annual Fund:** This 100% participation fund drive supports the school's operational needs for the current school year; it also supports financial aid and faculty professional development opportunities. Through gifts to the Annual Fund, you are able to make possible all the vital programs that make The Children's School the right place for your family. Annual Fund gifts help close the gap between tuition income and the actual cost of educating each student and give our talented faculty the resources to best teach your children. We are proud of our community's exemplary Annual Fund participation rate. Our faculty and staff and our Board of Trustees achieves 100% Annual Fund participation each year; last year the parent participation rate was also 100%. We invite each family to join in supporting TCS and ask you to donate to this fund at a level that is personally meaningful.

**Fun Night:** Fun Night, the TCS annual auction and dinner, raises operating funds for the school and its programs. It also contains a specific "Fund-a-Need" component to raise money for a particular program or project that is a current priority for the school. The highlight of the event, the live auction, includes the high-spirited sale of children's original art. This fund raiser depends on parent participation for its success. Parents can participate by acquiring auction items, sponsoring faculty participation, placing advertising in the program, buying auction items, volunteering to help and by attending the event.

**Capital Campaign:** From time to time, TCS will embark on a capital campaign in addition to its Annual Fund and



Fun Night programs. Capital campaigns raise funds for projects above and beyond the school's operating budget and usually enable the school to do something extraordinary such as build a new facility, grow the endowment, or undertake a major renovation to an existing structure. Capital campaign gifts are often more significant in size and are payable over several years. Many donors also choose to use appreciated securities or other assets in order to make a larger gift. Our most recent campaign, Building Bridges, supported the creation of our Early Childhood outdoor learning environment and the Nelson Middle Years program and facilities.

**Gifts In Kind:** Gifts of tangible items are heartily encouraged and greatly appreciated. Your gifts may include supplies or equipment given to the school as a whole, your child's classroom or the school's specialty classes. If you have tickets to the theater, concerts or a sports event that you cannot use, please call the main office and we will make the tickets available to TCS faculty and staff, or they can be used for fund raising activities. Gifts in kind are tax deductible; if you would like a letter of acknowledgment for your contribution, the development office is happy to provide you with one.

**Legacy Gifts:** Gifts of property or bequest gifts can be made to The Children's School in honor of a special teacher or in the name of a child or family member. These legacy gifts can also be earmarked as scholarship funds.

**Endowment:** There is no better way to ensure the longevity of your school than through an endowed gift. You can make a gift or bequest to The Children's School in the form of an income-bearing certificate, annuity, insurance policy or through inclusion in your will or trust document.

### **Toys (including Electronic Toys)**

Toys from home, particularly electronic toys (e.g., Game Boy, iPod, etc.), are not to be brought to school at any time unless requested and approved by a teacher or other staff member.

### **Tuition Policy**

In selecting TCS parents agree to meet the financial obligations of an independent school education. Parents pay tuition for the full year, regardless of whether the student completes the school year. Billing or payment questions should be directed to the Business Manager at [business@tcslj.org](mailto:business@tcslj.org).



## Parent Toddler Program Information

### *Ages, Times & Days*

Our program is for children ages 20 months to 3 years, and their parents. We offer Monday/Wednesday/Friday meeting from 9:00 am to 12:00 pm or Tuesday/Thursday, meeting from 9:00 am to 11:30 am. The class size is limited to 13 children per day. The MWF program will have opportunities for drop-off days which will be open to all of the MWF children who are able to separate comfortably from their parents.

### *Caregivers*

We would like to emphasize that this is a Parent/Toddler program and as such, nannies may not attend class with the child. It is our policy for mothers and fathers to participate and attend with their children. Relatives including grandparents, aunts and uncles may attend in cases of emergency and with prior communication with the teacher.

### *Siblings*

Siblings must attend off-site childcare. Babies up to 6 months of age may attend with the parent and may be brought into the Parent Meeting.

## Additional Early Childhood Program Information

### *Preschool Entry Forms*

All families will be sent forms that need to be returned before a child may participate in the Early Childhood program. These forms are required by the Department of Social Services: Pre-admission Health History, Parent's Rights, Personal Rights, Identification/Emergency Information, the Immunization Record, and Physician's Report. An Emergency Data Card with numbers for reaching the parent or guardian and other authorized persons needs to be on file.

### *Arrival and Departure*

The state of California requires all Preschool and Prekindergarten children to be walked to their classroom and signed in and out by a parent or caregiver using a full signature and time of arrival/departure. Parents must write down and communicate with the child's teacher any special information and/or pick-up arrangements. Teachers must be present before children are left in a classroom.

Preschool pickup is between 12:00 and 12:15 pm for the half-day program. A \$10.00 late fee will be assessed after 12:15 pm, at which time children will be placed in the full day program. Parents will be charged accordingly. Full day Preschool pickup is at 3:00 pm. Children who are not picked up will be placed in the after school care program, Kids' Club. It is important to the children, as well as to the staff, that parents be prompt. When running late, parents must call the office so that we can inform the child's teacher.

### *Communication with Parents*

Preschool activities are announced through weekly newsletters and daily news posted in each classroom. The newsletter includes curriculum information, class activities, field trips if applicable, and suggestions for parents.

### *Home Visits*

Home visits are an important component of the TCS Early Childhood program as they offer children and parents the opportunity to begin bonding with classroom teachers in a comfortable setting and on an individual basis before the new school year begins. The visits also provide time for parents to ask questions and learn more about TCS. While home visits are optional, it is our hope that all families will choose to participate. We find that meeting children informally in their home environment eases anxieties that the first day of school may bring.

### *Days and Hours of Operation*

TCS offers a half or full day Preschool program that meets two, three, or five days a week from 9:00 am – 12:00 pm or 9:00 am – 3:00 pm. Any child arriving before 8:30 am must be supervised by a parent or responsible adult or go to the regular extended care program, Kids' Club. The preschool offers drop off time from 8:30 – 9:00 am at no additional charge. If at any time it is necessary for the child to arrive more than a 1/2 hour after the start time, parents should make arrangements with the staff to avoid disappointments and to assure your child a positive school day.



### *Classroom Visitors*

Due to state regulations concerning class size and teacher ratio, children may not bring friends to visit. Parents are encouraged to visit the classroom often during the year. If teachers are not free to talk at that time, please understand that the children come first during class time; the teachers will be happy to meet with parents after the children are dismissed.

### *Missed Days*

The student/teacher ratio does not allow for children to make up missed days.

### *Clothing*

Children need to wear play clothes and practical shoes that allow them to engage actively at school. All clothing and belongings need to be labeled with the child's name to help ensure the return of all possessions and clothes. An extra set of clothing needs to be kept in each child's cubby.

### *Resting Time*

Children staying the full day in Preschool have a designated rest time, as required by licensing. Children need to bring a fitted crib sheet to be kept at school and sent home weekly for cleaning. The child's name should be clearly written on the sheet with a permanent marker. For health and storage reasons, please do not send pillows.

### *Snacks and Lunches*

Parents are invited to sign up to bring healthy, low-sugar snacks. Children should bring lunches from home in clearly marked lunch boxes or paper sacks. Families should inform teachers of any food allergies. Because there may be children with potentially life-threatening nut allergies, the Early Childhood program at The Children's School is nut free.

### *Sharing*

We encourage children to share their words, books and/or objects from nature, but not personal toys from home because these items may be more difficult to share. Play makeup and finger nail polish are unacceptable at school because of potential bacteria.





September 2010

I, \_\_\_\_\_, have read this handbook and understand my responsibilities as a parent at The Children's School. I have also reviewed the appropriate sections with my child(ren), including the Internet Use Policy for students in first grade and above.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

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Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature



**Please sign and return this form to the school office by September 24, 2010. Thank you!**