

Lubavitch Educational Center

ELEMENTARY SCHOOL STUDENT MANUAL

2017-2018

Welcome to Lubavitch Elementary School. We look forward to the opportunity to educate your child. Our work, however, cannot be done without your support and cooperation, so please spend a moment familiarizing yourself and your children with Lubavitch Elementary School's policies and expectations.

PLEASE NOTE: The Administration reserves the right to amend school policies when necessary. If a parent is uncertain whether something is permitted in the school, they should contact the school office for clarification. In all matters of school policy the Administration remains the final arbiter.

Students come to school to learn. To foster maximum results in all areas of a child's growth, students need to be provided with an environment which promotes and enables intellectual and emotional maturity—calm, organized, positive and stimulating. Within that environment it is essential for students to understand what behaviors enhance the learning environment and what behaviors detract from it. Ultimately, **behavior matters**. Positive behaviors result in good learning (and, where necessary, in other rewards), while negative behaviors not only limit possibilities for learning, but often result in negative consequences for the student. Ultimately, behavior is a key determinate is the student's educational success.

Developing positive behavior patterns and work habits, a strong sense of organization and structure, positive values and *derech erez*, while avoiding counter-productive attitudes toward school and teachers, will result in a child, and ultimately an adult, who has self-respect, respect for others, and respect for the institution.

A strong framework for growth is a clear set of rules that define, regulate and encourage appropriate and responsible behavior. We feel clear and consistent guidelines will give the students the structure and security of knowing what to do and what to expect in school. Please read the rules carefully with your child, so we can all work together to achieve our mutual goals.

• ABSENCES

The school calendar is emailed prior to the beginning of the school year and is posted on the school's website. **Because of the importance of maintaining the integrity of the academic day, Lubavitch Elementary School does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time.**

Excused absences are those during which the student misses one or more classes for reasons mutually acceptable to both the parents and Lubavitch Elementary School. For absences due to personal reasons other than illness, advance permission must be obtained from the school. The administration is usually sensitive to all legitimate requests. A parent is not allowed to take a student out of school without asking prior permission. Generally, it is not good *chinuch* to prolong an absence, even for a family *simcha*.

In **all** cases of an absence, it is the responsibility of the student to make up work or tests missed as soon as possible, without any undue delay.

• ADDRESS AND PHONE NUMBERS

For the safety of your young children, make sure they know their last name, street address and telephone number. **Please notify the school office immediately of any change in address, telephone numbers or the emergency numbers.**

• ADMISSION POLICIES

When a new family wishes to enroll a child in the Lubavitch Elementary School an interview with both parents is mandatory before the student will be accepted. Parents are required to submit all health records and transcripts

from previous schools as required by school officials and government regulations. Forms can be downloaded from the school's website at lecfl.com/registration-procedures-forms.

• ATTENDANCE & PUNCTUALITY

In order to succeed in school students must be there. Frequent tardiness, even excused absences, will cause a student to miss important work, and oftentimes disrupts the class. In addition, promptness in all aspects of one's life is essential to a student's maturing into a responsible adult. Punctuality, promptness, and valuing time are also the hallmarks of a *chossid* and a *yiras shamoyim*.

- **THE SCHOOL DAY BEGINS AT 8:15 AM.** Starting at 8:00 am girls may proceed to their classrooms after receiving permission from the on-duty teacher. Boys may proceed to their classrooms when the bell rings at 8:10 am.
- When a student arrives late the entire class is disrupted. **Any student arriving after 8:15 am, will not be allowed into class until they come to the elementary school office and gets a late note.** Punctuality is an area that demands full parental cooperation. Please make every effort to bring your children on time to spare them any discomfort. It is unnecessary for parents to accompany their children to their classroom.

LEC's Policy on Lateness and Non-Attendance is as Follows:

Positive Consequences: Any student who has on-time attendance for a 1-month period will receive a prize at the end of the month.

Negative Consequences: Students should not come to school late. If a student is late they must go to the office and get a late note **before** being allowed in to class.

• AWARDS

MONTHLY AWARDS, GRADES 1 - 6

- **Talmid Award** - Awarded to the student who has received 90% or above in all academic work, tests and homework.
- **Student Award** – Awarded to the student who has demonstrated exceptional effort in the areas of behavior, tests, and homework. (A student may miss one homework assignment in a month.) No award is to be given to a student who has received any type of disciplinary slip.
- **Middos Award** – Awarded to the student who has exceptional character traits, as recognized by all of his/her teachers and the administration. Specifically, the student must: 1) speak respectfully at all times to adults and peers; 2) act in a respectful manner toward all adults and peers, and 3) include all peers during lunch, recess, and all group activities. No award can be given to a student who has received any type of disciplinary slip.
- **Homework Award** – Awarded to the student who has completed all his/her homework assignments, in both English and Hebrew studies, neatly and on time.
- **Sportsmanship Award** – Awarded by school coaches to boys who consistently demonstrate good sportsmanship through fair play, respect for opponents, and polite behavior in all sporting competitions.

AWARDS, GIRLS GRADES 6 - 8

- **Perfect Attendance** – Given to the student who has been present and on time every single day.
- **Principal Award** – Given every trimester to a student who has an average grade of 90% in academic work in every subject, good behavior and middos, and conforms to school rules.

• BIRTHDAY CELEBRATIONS AND PARTIES

Birthday celebrations may be arranged for children in school. Parents desiring to make such a celebration must contact the student's teacher in advance of the birthday and adhere to the following guidelines: 1) All parties must take place during the students' lunch period; 2) A birthday party can consist of pizza and cake, or pizza and ice cream; 3) No soda is to be served; 4) Under no circumstances can any type of home-baked foods be served. It is also Lubavitch Elementary School policy not to allow students to leave their class to come to a sibling's party in another class. Parents are asked **not** to request an exception to this rule.

On an additional note, we would like to advise parents who are holding class birthday parties for their children at home, that the **entire class** should be invited to the party. Needless to say, it is hurtful to hold a party

where only part of the class is invited, nor is it a proper lesson in *ahavas yisroel* to do so. In the case of sleepovers, they should be limited to two friends.

• BOOKS

Parents will be responsible for replacing lost books as soon as possible. *Shoroshim*, *Yedios Klalios* and *Brochos* booklets are all available for download at lecfl.com in the event a booklet is lost or destroyed. Please impress upon your children the importance of being responsible for their books, as it will be costly for parents to replace them. **Students will not be allowed into class without books or photocopies of the work.**

• CARPOOLS

In the rare event a parent is unable to pick their child or carpool up from school at the end of the day, it is the parent's responsibility to make alternate arrangements and advise the school office of any changes by 3:00 PM. **It is not the responsibility of the school office to make carpool arrangements or find rides for students.** If for any reason your child will not be joining a carpool on any given day, **please notify the carpool parent.**

• CELL PHONES

Cell phones are not allowed in school. In the event a child needs a cell phone for after school hours, the phone must be dropped off in the school office in the morning and picked up after dismissal. A student found with a cell phone will have it immediately confiscated.

• CLASS VISITS

We would like our parents to come and visit our school. However, since the presence of parents or other adults during class time may be distracting to the students and the educational process, please contact the school office beforehand to arrange a visit. **It is necessary for parents to first obtain written permission from the school office prior to entering a child's classroom.**

• COMMUNICATION

Effective communication is the lifeblood of an educational organization. As a parent, you should feel free to contact the school in the event of a problem or other matters that require clarification. We are here to be responsive to your questions and ideas. It is important that you share your concerns with your child's teacher, then the principal, if needed, **before** the matter becomes a problem.

• DERECH ERETZ

One of the gravest infractions in school is the breach of *derech erez* toward any staff member. *Chutzpa* will not be tolerated. The instructions of a teacher at any time must be obeyed. Whenever speaking to a teacher or staff member, a student must be respectful, both in choice of words and tone of voice. Any disrespect—offensive remarks or facial expressions, arguing, gestures, refusal to obey instructions—is a serious infraction. Whatever the situation, a staff member is **never** to be challenged. A student is not on equal footing with a teacher or principal, and a student is to always recognize his position and obligation as a student.

Disrespectful behavior or remarks are those that show disregard or contempt for the standing or esteem of the teacher. This includes, but is not limited to, remarks about the teacher's person, style of teaching, grading or disciplining, as well as vulgar language of any sort, regardless of whether or not it was directed at the teacher.

- A. Following teacher's instructions.** A student refusing to follow a **direct order or blatantly refusing to follow instructions** constitutes **chutzpah**. If the child refuses to listen he will be immediately suspended for the remainder of the day. The first incident will be an in-school suspension; the second incident will be an out-of-school suspension. The student will also receive a *Discipline Code Violation* (pink slip), miss the next extra-curricular activity and receive an assignment.
- B. Speaking with respect to all teachers and staff.** Any student **speaking with disrespect** (i.e. **chutzpah**) to a teacher or staff member will be immediately **suspended** from school for the remainder of the day. The first incident will be an in-school suspension; the second incident will be an out-of-school suspension. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment.
- C. Following class rules.** Any student refusing to follow class rules will receive a warning from the teacher. A second refusal will result in the student receiving a *Detention Slip* (purple slip). If the student continues to

misbehave, the student will receive a Discipline Code Violation (pink slip), miss the next extra-curricular activity and receive an assignment.

- D. **Showing respect for peers.** Any student verbally or in writing abusing another student in school, i.e. embarrassing or using uncouth language, will result in the student receiving a *Discipline Code Violation*, missing the next extra-curricular activity and receiving an assignment. Use of curse words will result in an immediate suspension. If the student persists in using curse words, he will be expelled.
- E. **Respecting school property by maintaining cleanliness.** Any student found making a mess on school property (such as throwing garbage around) will be asked to correct his behavior on the spot by cleaning up an area in the school greater than the area he/she messed up. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment.
- F. **Respecting school property by not damaging it.** Any student found defacing, destroying or causing damage to school property will be automatically fined and will be suspended for one day. The student will also receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment.

A Discipline Code Violation must be signed before a student will be permitted back in class.

Three Discipline Code Violations in the period of one month will require the parents to meet with the principal before the child will be allowed back in class.

If the meeting fails to resolve the problem, and within 30 days of the meeting a school rule is again violated, the student will have a full day suspension and will receive an assignment.

If the problem persists, and it is still within 30 days of the one-day suspension, the student will have a week suspension from school, and the administration will have to determine if it is in everyone's best interests to allow the student to remain in school.

• DISMISSAL

Dismissal for the entire Lubavitch Elementary school begins at 3:45 PM, Monday through Thursday; 2:00 PM on Friday, and 12:30 PM on Sunday. By 4:15 PM, Monday through Thursday; 2:20 on Friday; and 12:40 on Sunday all children should have been picked up. It is important to keep the dismissal process running smoothly. Parents are asked not to hinder the process by socializing or taking care of school matters while in the dismissal line. No cars are to be parked in the carpool lane, as it is very disruptive to the dismissal process. Parents are asked to remain in their car at all times and not be on their cellphone.

Please do not engage teachers in conversation during dismissal; it will take their attention off the students and put them at risk of being unsupervised.

We have maintained an **After School Pickup Policy** for elementary school (see page 9). Please familiarize yourself with this policy so there should be no misunderstandings regarding late arrival penalties.

• DOCTOR APPOINTMENTS

Whenever possible, schedule all medical appointments for after school hours.

• DRESS CODE

All students are expected to come attired in a manner befitting a *bas Yisroel*, with clothes that are clean, neat and well-fitting. Lubavitch Elementary School maintains an obligatory dress code. **Students are required to come dressed in full uniform every day, unless notification has been given in a school memo to mark a special occasion or event. Any student who is not dressed according to school policy will not be allowed into class. No excuses or notes will be accepted.**

Uniforms - GIRLS: The official school uniform is a **solid pink long-sleeve button-down woven shirt or polo shirt** (3 buttons on top), with a **pleated navy blue skirt of mid-calf or longer length,*** and **knee socks** of the same color; **without words or pictures on them.** Only white undershirts are to be worn under school shirts. A solid navy blue sweat jacket, without words or pictures, is the only type of outerwear that is permitted.

The following articles of clothing or manner of dressing are **not permitted:** 1) A navy blue skirt made of denim, is not pleated, or has decorative trimmings or slits; 2) Bobby socks or slouch socks; 3) Clogs, slippers, mid-calf lace-up shoes, Crocs or Heelys; 4) Nail polish of any color; 5) Hair longer than the shoulders that is not worn in a single or double ponytail or braid. 6) Hair attachments, such as beads that are woven into the hair. A \$1.00 penalty will be assessed to any student not adhering to any of the above guidelines.

If a parent is uncertain whether an article of clothing or manner of dressing is permissible, contact the Elementary School office **before** sending the student to school with any type of questionable clothing.

*Both shirts and skirts are available at Clothes 'n' Bows, 1121 NE 163rd St, North Miami Beach, FL, 305-947-9646.

Uniforms - BOYS: The official school uniform is a solid blue button-down oxford shirt or polo shirt, short or long sleeve, with navy blue pants, *tzitzis* and *yarmulke*. A solid navy blue sweat jacket, without words or pictures, is the only type of outerwear that is permitted. All boys are required to have a navy blue baseball cap **with no logo** (with the exception of the *Tzivos Hashem* cap) to be worn during gym. Caps may be purchased in the school office for \$5.00.

The following articles of clothing or manner of dressing are **not permitted:** 1) denim or fitted pants; 2) large pockets (front side pockets only); 3) pants with trimmings or holes; 4) clogs, sandals, slippers, Crocs or Heelys.

If one is uncertain whether an article of clothing or manner of dressing is permissible, contact the Elementary School office **before** sending the student to school with any type of questionable clothing.

Haircuts should be short enough so that the hair cannot be combed into a part. **Front and back should be the same length. No bangs or gel.** Styling hair is discouraged. Please do not put the LEC administration in the position of having to ask a student to get a haircut.

• EARLY DISMISSAL REQUESTS

For safety reasons the office must know where our students are at all times. Therefore, any parent wishing to take a student out of school during school hours must first come to the school office and receive a release note. Under no circumstances is a parent allowed to go to the classroom. Teachers are instructed not to allow students to leave unless they receive a signed note from the office.

• ELEVATOR

Girls are permitted to use the school elevator in the morning to go up to class. To go to lower floors, girls are not permitted to use the elevator and must use the stairway. Using the elevator to go to a lower floor will result in a \$10.00 fine. Permission to use the elevator to go to a lower floor will only be given to a student who, for physical reasons, is unable to use the stairway. In such a case, a doctor's note stating the child's specific medical issue must first be submitted.

Boys are not permitted to use the elevator at any time, unless permission has been given by a teacher, a member of the administration or by doctor's order.

• HEALTH RECORDS

Florida State law mandates that all students must have valid immunization records. These are kept on file in the school office.

• HOMEWORK

Homework is an integral part of the school experience. Furthermore, good grades are directly dependent upon regularly completed homework assignments. *Practice assignments* reinforce new skills and are assigned after skills are taught in the classroom. *Preparation assignments* are designed to give students background information before topics appear in the classroom. *Extension assignments* take the student beyond the class work. Students in grades 1 - 2 will be given a homework sheet that **must be signed daily by a parent**. Grades 3-8 will be given a Homework Planner at the beginning of the school year to record assignments. **It must be signed daily by a parent**. If a student has problems with the homework, e.g. he/she does not fully understand what is required, please feel free to contact the teacher.

Student responsibilities:

- The student must put forth his/her best effort to do the homework assignment.
- The student must complete the assignment by the due date.
- The student is to turn in the completed assignment in an acceptable manner to his/her teachers.

Parent responsibilities:

- Parents should provide appropriate time and space to allow their child to concentrate without disturbance.
- Parents should provide a supportive attitude to their child during the homework period in order to foster encouragement.

LEC's Policy on Homework and Completing Homework Assignments is as Follows:

Positive Consequences: A prize will be given at the end of every month to students who have completed their homework every day for that month.

Negative Consequences: Students who miss a homework assignment two times in a month will be given a warning and homework must be completed for the next school day. Any time after that they will receive a *Homework Code Violation* (green slip) and will be sent to the office to complete the homework. The next day the student will not be allowed to go to the activity of that day until the *Homework Code Violation* has been signed and homework is completed. This is to ensure the parents are aware of the missing homework assignments, and to maintain communication between the parents and the school on the necessity to complete daily homework assignments on time.

• ILLNESS AND MEDICATIONS

If a child is ill he should not come to school. We ask parents' cooperation in keeping a child at home if he/she shows any signs of sickness. The school office will contact a parent if a child appears to be ill, has a fever or was injured during school. Should a child need to leave school due to illness, arrangements must be made to pick him/her up immediately.

Any contagious diseases should be reported to the school office so that we may notify teachers and other parents.

The office staff is not permitted to administer or dispense Tylenol or any other medication without written or verbal parental permission.

It is important that the school be informed of any allergies, medications or conditions your child may have. Forms are available in the school office. Parents whose children are on medication should request the physician schedule medication to be taken before the student leaves for school and again when the student arrives home. When this is not possible, the school will cooperate in dispensing medication. In such cases we request that you provide the school with a signed doctor's note indicating dosage and times when the medication should be taken. Medication from home must be turned into the office or the child's teacher with written permission to administer the medication. It is not safe for children to hold on to their medication.

First aid procedures are limited to cleaning and bandaging wounds. In the event that emergency care is needed, it is the school's procedure to take the child to an emergency room and contact the personal physician whenever possible. LEC maintains Rabbi Shmuel Klein as a fulltime EMT.

• LUNCHES AND SNACKS

All foods and snacks must bear a reliable kosher certification acceptable to the school administration. All dairy foods must be *cholov yisroel*. All breads and snacks must be *pas yisroel*.

For snacks we encourage parents to give their children fresh fruits and vegetables, popcorn, pretzels, crackers and so forth. Heavily sweetened snacks, such as candy and chocolates, are inappropriate and contribute to tooth decay, as well as difficulty with concentration and behavior.

Children are not permitted to bring or chew gum in school. Gum chewing does not befit a yeshiva student.

• PERSONAL PROPERTY

Any personal items brought from home are the responsibility of the student. **Lubavitch Elementary School assumes no responsibility for lost or stolen items, even if they have been placed in a pre-designated closet or locker.**

The trading, buying or selling of any item among students is not allowed. Such items will be confiscated.

Electronic games, baseball cards, iPods, mp3 players, headphones, cellphones, iPads, or similar electronic and digital devices are not permitted in school. Knives of any kind, secular magazines and newspapers (unless authorized by the school), stink bombs, poppers, and fire crackers are not permitted in school.

• REPORT CARDS

Report cards are issued three times a year, and are emailed to each family. Parents should give these reports the serious attention they deserve. In addition, it is LEC policy to send home an Academic Report prior to each reporting period, to inform parents if their child is at risk of failing. It is hoped that an awareness of their child's academic standing will spur parents to do what is necessary, such as tutoring or contact with the child's teacher, to reverse the situation.

• ROLLER BLADES, BICYCLES

Students are not to come to school with skateboards, Heelys, or roller blades on or off their feet. For safety reasons bicycle riding on school grounds is not permitted, nor are baseball bats or hard balls.

• SAFETY

Lubavitch Elementary School has a responsibility for the safety of all students while they are in school. We take this responsibility very seriously. To carry out our responsibility properly we must insist that all students stay within designated supervised areas of the school property (building and playground) and play in a safe manner. Students should not be wandering around the building or staircases and should certainly at no time leave the premises without our permission. Any student wandering off without permission is endangering him/herself. In effect they are making it impossible for the school to guarantee their safety.

LEC's Policy on School Safety is as Follows:

A. Gym/Recess. During gym/recess students must be under constant supervision of the coaches/teachers in a designated, indoor or outdoor area.

Negative Consequences: Breaking rule A will result in the following consequences.

The student will receive a *Discipline Code Violation* (pink slip) and will miss the next extra-curricular and will be given an assignment.

B. Leaving school grounds. No student is permitted to leave school grounds.

Negative Consequences: Any student leaving school grounds without the written permission of a teacher or principal will be suspended immediately for one full day. The student will receive a *Discipline Code Violation*, miss the next extra-curricular activity and receive an assignment to do while at home. To be allowed back into school the student will have to attend a meeting with the parents and principal, at which time the issues of endangerment will be discussed and underscored for the student.

If the student leaves the school grounds on a 2nd occasion he/she will be suspended for one week. The student will receive a *Discipline Code Violation*, receive an assignment to do while at home and will be required to make up any missed work. Should the problem continue, the administration will have to determine if it is safe to keep the student in school, or pursue another course of action.

C. Fighting. No fighting or physical aggression at any time.

Negative Consequences: Any student fighting or physically abusing another student anywhere and even if only "fighting back," will receive an in-school suspension for the remainder of the school day. After a second occurrence the student will be immediately sent home. Fighting is dangerous and will not be tolerated **under any circumstances**. The student will receive a *Discipline Code Violation* (pink slip), miss the next extra-curricular activity and receive an assignment to do while at home. Should the problem continue, the administration will have to determine if it is safe to keep the student in school, or pursue another course of action.

Lesser acts of physical aggression not deserving suspension, such as pushing another student, even for play (which often results in a fight or someone getting hurt), will result in the student receiving a *Discipline Code Violation* (pink slip), missing the next extra-curricular activity, and receiving an assignment.

D. Running in building. No running, loud talk, pushing or playing on the staircases or hallways is ever permitted.

E. Hiding/Cutting Class

Negative Consequences: Any student hiding or cutting class will receive a *Discipline Code Violation* and will be suspended immediately for one full day. The student will receive an assignment to do while at home. To be allowed back into school the student will have to attend a meeting with the parents and principal, at which time the issues of endangerment will be discussed and underscored for the student.

If the student hides or cuts class on a second occasion, the student will be suspended for one week and will receive a *Discipline Code Violation*. Should the problem continue, the administration will have to determine if it is safe to keep the student in school.

F. Walking out of class without permission.

Negative Consequences: Any student who walks out of class without permission will receive a *Discipline Code Violation* and will have an in-school suspension. A second occurrence will require a two-day in-school suspension. Further incidences will require a meeting between the parents and the administration before the child will be allowed back into school.

G. Throwing things out of windows or over the staircase.

Negative Consequences: Any student who throws things out of a window or over a staircase will receive a *Discipline Code Violation* and will have an in-school suspension. A second occurrence will result in an at-home suspension. Further incidences will require a meeting between the parents and the administration before the child will be allowed back into school.

H. Bringing to school any type of instrument that could be considered a weapon.

Negative Consequences: Bringing to school any type of instrument that could be considered a weapon will result in immediate suspension from school.

• SCHOOL BAGS

All students are expected to bring a sturdy and durable school bag to school every day. The school bag must have a secure closure so no items will be lost on the way to or from school. The student's name is to be clearly written in an easy-to-find place. **It is advisable for parents to look through the bag daily to see that it is kept neat and orderly and to retrieve any communication which may have been sent from school.**

• SCHOOL CLEANLINESS

Every student shares responsibility for maintaining the cleanliness of the entire building and school grounds. Absolutely no writing or defacing school property is permitted, including walls and desks. Trash and litter should be disposed of in receptacles provided. When in the lunchroom, students are to be considerate of others by cleaning up their eating area. Eating or drinking is not permitted in the classrooms, except under special circumstances.

• STAIRCASES AND HALLS

Girls are to use the north staircase (at the front of the building) and boys are to use the south staircase (at the back of the building). The staircases and halls are not places for students to roam or congregate. They are used only for coming and going to and from specific classes or activities.

• SUPPLIES

A list of general school supplies is emailed to each family during the summer. After the start of school, some teachers may request additional supplies. It is important to clearly write the student's name on all supplies. Please remember, proper school supplies are essential for successful class work. All school articles, such as backpacks and folders, are to be free of non-Jewish themes and pictures.

• THERAPY/TUTORING

If your child requires therapy/tutoring, it is best to do it after school hours, unless otherwise recommended. If the therapy/tutoring can only take place during school hours, it is the parent's responsibility to inform the therapist/tutor that a permission form from the school office must be filled out and signed by the parent and teacher, before permission will be given to remove the student from class.

• GENERAL SUGGESTIONS TO PARENTS:

- Write your child's name on all articles of outer clothing, e.g. coats, hats, sweaters, raincoats, etc.
- Make certain your child has eaten a healthy breakfast and has nutritious snacks, before setting out to school.
- It is a good idea to put sun block on your child (SPF 20 or higher) when dressing in the morning, especially if your child is fair skinned. The children play outdoors during peak sunlight hours and may be exposed to harmful UVB rays.
- The school maintains a "lost and found" box in the elementary school and pre-school offices. Please feel free to go through these boxes if your child loses or misplaces something.
- Instruct your child never to converse with or accept gifts from strangers, and never get into a stranger's car.
- Your child needs sufficient sleep each night to perform well in school.

- If you have any concerns about anything at school, or if you wish an explanation regarding any school matters, please do not hesitate to contact your child’s teacher or the Elementary School office.
- Visit your school. Parents are not only welcome at school, but are urged to visit. It is always in a child’s best interest that parents attend the various meetings and events arranged by the school, and show a general interest in their child’s education.

• AFTER-SCHOOL PICKUP POLICY

- Dismissal is at 3:45 PM, Monday through Thursday, and 2:00 PM on Fridays. Sunday dismissal is at 12:30 PM.
- A parent is considered late at 4:15 pm, Monday through Thursday, at 2:20 PM on Fridays; and at 12:45 PM on Sundays.
- Students who have not been picked up will be waiting in the preschool office on the first floor. Parents need to come into the office to pick up their children.
- Late fees will be charged according to the time of arrival:

MONDAY TO THURSDAY		FRIDAY		SUNDAY	
Time of Arrival	Fine	Time of Arrival	Fine	Time of Arrival	Fine
4:15 - 4:30 pm	\$5	2:20 - 2:30 pm	\$5	12:45 - 12:50 pm	\$5
4:30 – 4:45 pm	\$15	2:30 – 2:45 pm	\$15	12:51 - 1:00 pm	\$15
4:45 – 5:00 pm	\$20	2:45 - 3:00 pm	\$20	1:01 - 1:10 pm	\$20
After 5:00 pm	\$5 for every 15 minutes	After 3:00 pm	\$5 for every 15 minutes	After 1:10 pm	\$5 for every 15 minutes

If the parent is unable to be reached, or will not arrive until after 4:30 pm, a staff member may drive the children to their home. Fines will continue to accrue.

Late fee payments may be made immediately or at any time shortly thereafter. When fines exceed \$20.00, or if a fine of any amount is due for more than three months, the child(ren) will not be allowed into class until it is paid.

PLEASE NOTE: When paying the fee, it is the parent’s responsibility to make sure that the payment is recorded by having a staff member sign the parent’s account sheet. If there is no signature, it will not be considered paid.