



2023-2024 Family Handbook

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Letter from the Head of School

July 2023

Dear TCS Families,

I hope you are enjoying your summer! As we prepare for the start of a new school year in the fall, we assemble 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 Family Handbook provides useful tips on staying safe and healthy.

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, including the Internet Use Policy for students in first grade and older.

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 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 weekly TCS Comet newsletter is emailed to parents, grandparents and friends of the school throughout the year. Each classroom has a weekly email to keep you up to date on all that your child is accomplishing in class.

As part of our unique 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 take pride in watching them grow into compassionate, self-motivated, globally aware leaders, well prepared to lead in the 21st century.

Warm regards,



John Fowler
Head of School

Mission Statement

The mission of The Children’s School is to inspire each child’s unique potential and desire for lifelong learning through a strong academic, social and environmental curriculum.

Educational Philosophy

Our philosophy is the cornerstone for all we do and expresses our values and objectives as an educational community. We provide a strong, child-centered learning environment and we recognize that each child is unique and individual. We believe in teaching the whole child – intellectual, social, emotional, physical – through a conscious and compassionate connection, which allows children to develop their full potential. We believe that 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.

About The Children’s School

The Children’s School for Child Centered Education is a non-profit organization founded in 1972 and governed by a Board of Trustees. The Children’s School is fully accredited by the California Association of Independent Schools (CAIS). Schools belonging to CAIS undergo a full evaluation every seven 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 assistance or other school-administered programs and activities.

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 policies, 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, please schedule an appointment with the Division Director. 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 Family 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 fundraising auction. The school community appreciates and values your support.

School Values for Kindergarten - 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 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 friendship moves. If you have a problem, first go to 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. Our school day begins at 8:30 a.m. for elementary students and 8:00 a.m. 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 Toddler, 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!

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.

Helene Mandell, President Elect Peter Huffman, Vice President Chris McGuinness, Treasurer Judybeth Tropp, Secretary Diane Blumenthal	Orousha Brocius Denise Longley Thomas Verhagen John Fowler (ex officio)
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Faculty & Staff

Administration and Staff

Archer, Makena

Director of Development

marcher@tcslj.org

Oversees fundraising including the Annual Fund and Fun Night.

Brand, Jesse

Assistant Head of School

jbrand@tcslj.org

Assists Head of School with day-to-day operations. Supports teachers and families in the elementary and middle school.

Fowler, John

Head of School

jfowler@tcslj.org

Directs the day-to-day operation of the school, and is responsible for issues regarding mission, governance, and strategic planning.

Grafia, Mark

Facilities Maintenance

Ensures that the TCS campus is clean, safe and beautiful for the school community.

Kastelic, Tim

Director of Finance

tkastelic@tcslj.org

Oversees all business-related and financial tasks.

Marilyn

Office Manager

info@tcslj.org

Coordinates running the school office, including answering the phone, greeting visitors, dispensing medication, recording attendance and providing forms.

Menier, Paris

Marketing and Communications Specialist and Development Associate

pmenier@tcslj.org

Manages school website and social media, coordinates internal/external communications and marketing.

Nasrawi, Denise

Director of Early Childhood Programs and Preschool Teacher

dnasrawi@tcslj.org

California Early Childhood Mentor Teacher, California Master Teacher/Site Supervisory Credential

Supports teachers and families in the early childhood program.

Novak, Jacquie

Director of Summer Programs & Enrichment

jnovak@tcslj.org

Coordinates the enrichment and summer programs.

Ridgeway, Rachel

Director of Admissions

rridgeway@tcslj.org

Manages the admissions office and student placement.

Faculty

<i>Toddlers</i> Samantha Izaguirre-Gomez srichen@tcslj.org	<i>Preschool</i> Itzel Durazo idurazo@tcslj.org
<i>Preschool/Director of Early Childhood Programs</i> Denise Nasrawi dnasrawi@tcslj.org	<i>Preschool</i> Shelly Vitalis svitalis@tcslj.org
<i>Prekindergarten</i> Randee Lynch rlynch@tcslj.org	<i>Prekindergarten</i> Jennifer Shaffer jshaffer@tcslj.org
<i>Kindergarten</i> Crista Vitalis-Charles cvitalischarles@tcslj.org	<i>Kindergarten</i> Theresa Gemelli tgemelli@tcslj.org

<i>First Grade</i> Keri Brigham Corn kbrighamcorn@tcslj.org	<i>First Grade</i> Sam Stelma sstelma@tcslj.org
<i>Second Grade</i> TBD	<i>Second Grade</i> Madison Chivers mchivers@tcslj.org
<i>Third Grade</i> Rebecca Lindsay rlindsay@tcslj.org	<i>Third Grade</i> Andrea Anderson aanderson@tcslj.org
<i>Fourth Grade</i> Vanessa Smith vsmith@tcslj.org	<i>Fourth Grade</i> Sophie Edwards sedwards@tcslj.org
<i>Fifth Grade</i> Rose Peters rpeters@tcslj.org	<i>Fifth Grade</i> Emily LaFramboise elaframboise@tcslj.org
<i>NMY Math & Science</i> Diana Quincannon dquincannon@tcslj.org	<i>NMY Math & Science</i> Anna Cychowski acychowski@tcslj.org
<i>NMY Humanities</i> David Lyons dlyons@tcslj.org	<i>NMY Humanities</i> Billy Assaf bassaf@tcslj.org
<i>NMY Math & Science</i> Tina Brown tbrown@tcslj.org	<i>Elementary/NMY Physical Education & Athletics</i> Todd Billings tbillings@tcslj.org
<i>PreK - 1st Grade Physical Education</i> Vy Crowe vcrowe@tcslj.org	<i>5th - 8th Grade Spanish</i> Sarah Heras sheras@tcslj.org
<i>Early Childhood & Elementary Music</i> Lauren Karkenny lkarkenny@tcslj.org	<i>Art</i> Carrie Difini cdifini@tcslj.org
<i>Elementary Science</i> Julie Murray jmurray@tcslj.org	<i>PreK - 4th Grade Spanish</i> Viri Priest vpriest@tcslj.org
<i>Libraian</i> Sarah Bevier sbevier@tcslj.org	<i>Director of The Dance Academy</i> Lorna Diamond danceacademy@san_rr.com
<i>Technology Director, Middle School Music, Elementary Technology</i> Jon Russo jrusso@tcslj.org	<i>Kids Club Supervisor</i> Sarah Bevier sbevier@tcslj.org

Hours

Administration

During the school year, the school offices are open from 8:00 a.m. – 4:00 p.m. Monday through Thursday, and 8:00 a.m. – 3:30 p.m. on Friday. In the summertime, the campus is open and staffed by administrators during the hours of 8:30 - 3:00 p.m.

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 a.m. – 12:00 p.m.
Tuesday/Thursday	9:00 a.m. – 11:15 a.m.

Preschool

Morning Drop-off	8:30 a.m. – 9:00 a.m.
Half day	9:00 a.m. – 12:00 p.m.
Full day	9:00 a.m. – 3:00 p.m.

Prekindergarten

Drop-off	8:15 a.m. – 8:30 a.m.
School Day	8:30 a.m. – 2:45 p.m.

Pick up is from 2:45 – 3:15 pm in the Prekindergarten classrooms.

Elementary School: Kindergarten - Fifth Grade:

Drop-off	8:00 a.m. – 8:15 a.m. (supervised outdoors)
Classrooms Open	8:15 a.m. - 8:30 a.m.
School Day	8:30 a.m. – 3:00 p.m.

Nelson Middle Years: Sixth Grade - Eighth Grade:

Drop-off	7:45 a.m. – 8:00 a.m.
School Day	8:00 a.m. – 3:00 p.m.

Parents are requested to leave the classroom when school starts, unless they are serving as a parent volunteer.

Enrichment Programs

A variety of after school enrichment programs are offered each term at The Children’s School. Enrichment classes are available for Preschool – Eighth Grade. We offer programs for Preschoolers from 12:15 – 1:00 p.m. and for Preschoolers – Eighth Graders from 3:15 – 4:00 p.m. or 4:15 p.m., 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 – 7:45 a.m. for NMY, 7:00 - 8:15 for Prekindergarten through Fifth Grade students, and 7:00 – 8:30 a.m. for Preschool students.
- After school care is available from 3:15 – 6:00 p.m. If your child is not picked up by 6:00 p.m, you will be charged \$1 per minute thereafter.
- Please note that on regular school days, students must attend school during school hours to be able to participate in Kids’ Club extended care activities.
- 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

- \$10 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.

Communications Information

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.

We use many means to facilitate communication from school to home, including Parent/Teacher conferences, notices in the various kiosks on campus, weekly classroom email updates, the PA Newsletter, the official TCS Facebook Page ([facebook.com/tcslj](https://www.facebook.com/tcslj)), and *The Comet* (the school’s official weekly email newsletter). There is also a wealth of information at the school’s website (www.tcslj.org), for classroom and school-wide news and information. You are invited and encouraged to attend PA Meetings and attend school functions and parent education programs.

Whom Do I Contact If..

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 Head of School. Questions about your child’s academic or behavioral development should **always** be directed to your child’s classroom teacher first.

I have general concerns about the school?	John
I want to know the school’s goals for the future?	John
I want to know who sets major school policies?	John
I want to speak to the person responsible for day-to-day operations?	Jesse

I want to speak to the person responsible for implementation of policies?	Jesse
I have a question about the school website?	Paris
I have questions about an upcoming event?	Paris
I have questions about <i>The Comet</i> email newsletter?	Paris
I have an idea for a school event?	John
I have an idea for marketing and/or press coverage?	Paris
I have questions about Community Meeting?	Rachel
I want to sign up for an enrichment class?	Jacquee
I want to sign up for Kids' Club extended care for a special event?	Jacquee
My child is having a personal/behavioral/academic problem?	Classroom Teacher
I have a question about supplemental service resources (speech, tutoring, etc.) for my child?	Classroom Teacher
I have a question about curriculum and/or programs?	Denise (Early Childhood) Jesse (Elementary and NMY)
I have a question about my child's teacher?	Denise (Early Childhood) Jesse (Elementary and NMY)
I have a question about my bill?	Tim
I want to pay for tuition or extended care?	Tim
I am interested in knowing more about Annual Fund/Giving?	Makena
I have an idea for a school fundraiser?	Makena
I would like to make a gift to the school?	Makena
I have news about TCS Alumni?	Makena
My child has a communicable disease?	Marilyn
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 another child ready for school next year?	Rachel
I know a family that would be great for TCS?	Rachel
I need information about financial assistance?	Rachel

Classroom Email Lists (formerly called “Listservs”)

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 advertising sites, and are encouraged to create personal email lists. The Children’s School encourages families to interact with each other through the proper avenues.

Community Meeting

All members of the TCS community are encouraged to attend Community Meeting every Friday morning at 8:30 a.m. in the auditorium for about 20 minutes. 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. Announcements will also be shared with the community during the meeting. If you have questions about Community Meeting, please email communications@tcslj.org.

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.

Communicating with Teachers

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 a.m. and 3:15 p.m. 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. Only in an emergency will phone calls be forwarded to teachers during the school day.

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.

Parent/Teacher Conferences and Progress Reports

Our goal at TCS is to help students take responsibility for their own learning and to help them understand their strengths and weaknesses as learners. We believe that teacher-parent partnerships are a key factor to student success. While these partnerships may take many forms, there are four formal communication periods during the academic year: Fall Conference, Mid-Year Report, Mid-Year Conference, End-of-Year Report. Students in grades Three and up participate in one “student led conference.”

Kids' Club extended care will be available by reservation for parents needing childcare on conference days. Please email activities@tcslj.org if you need to make a reservation to use Kids' Club on those days.

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.

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.

- **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.
- **Network Etiquette** – Students will:
 - Be polite and courteous.
 - Use appropriate language.
 - Maintain privacy. (Do not reveal personal information, passwords or account names.)
 - Avoid anti-social or hurtful comments as well as offensive messages and pictures.
 - Avoid accessing another person's folders, files or work. No trespassing.
 - Not access or produce material that their teachers and parents would consider not age-appropriate.
- **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.
- **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.

Social Curriculum

To prepare children at The Children's School for continued success in future academic and social endeavors, a high priority is placed on the development of personal growth, respect for self and others and social responsibility. The Children's School Social Curriculum helps students build positive self-concepts, establishes productive social and working relationships and develops a sense of compassion for self and others, the environment and the world we share. This integrated curriculum fosters responsibility, empathy, and cooperation.

Composed of a team of administrators and teachers who represent all grade levels, the Social Curriculum Committee strives to uphold, support and implement the Social Curriculum of The Children's School. Various events will take place on campus throughout the year so that parents can learn more about this unique program.

For more information about the Social Curriculum at The Children’s School, please consult your classroom teacher.

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. Remind 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 ballgame. Please save the conversation until recess. Now it’s time to concentrate on your math.”
- “I see that you are having trouble concentrating when you sit next to Susan. Can you show me that it will work? If not, I will be happy to help you set up a quiet place so you can finish your writing assignment.”

Intervention

- “Find a place where you can sit down and talk about it. Then come and let me know how you solved it or if you need some help.”
- “So it sounds like both you and Ronnie want to be in charge of painting. It is a fun job. How can you work it out so that you each get a turn and everyone is happy?”

Interpersonal

- “I am wondering if you noticed Linda’s face when you said that?” (Teacher modeling understanding non-verbal cues)
- “How do you think Mark feels?” (Asking the child to identify the feeling)
- “Oh, Emily, you fell down and that really hurt!” (Teacher modeling)

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)
- “When I am talking about our day, and you shout out, I feel sad because it doesn’t seem like you are listening to my words.” (Identifying behavior and resulting responses/effects, 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.”
- “Great connection to Sandy’s comment about the story’s main character.”

Learning from mistakes/Seeking assistance

- “I made a mistake. Can you tell me what to do to solve this problem?” (Teacher modeling)
- “I wonder where to find the answer to that question.”

Assessment

- “You had a rough time in Art today.”
- “What will you do to make it better next time? How can I help?”

General Policies, Procedures, and Information

Birthdays

Children often like to celebrate a birthday or other special occasion by sharing a small 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.

Cell Phone and Communication Device Use by Students

In an effort to help our students focus on his/her academics and to facilitate authentic face-to-face social interaction, TCS does not allow the distraction of cell phones or other communications devices. If a student needs to bring a cell phone or other communications device to school, the device 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 offices to use a phone. We recognize that student pick up may change in the course of a day and that a parent may need to speak with a child. To this end, we ask parents to call the front office and messages will be delivered to students and teachers. Every room is equipped with a landline phone and the office has all student schedules. If a teacher is not teaching, you may also ask to speak with him or her directly. Students are allowed to use any of the classroom landline phones. Emails to the teacher and phone calls to the front office are the schools preferred modes of communication.

Middle school students are not allowed to use their cell phones or communication devices during the school day, between the hours of 8:00 a.m. and 3:00 p.m. The two exceptions include a 5-minute window to check for parent communication from 12:20-12:25 and when a teacher gives explicit permission for academic purposes. Either way, the device may only be used under supervision. The student will not receive endless warnings. The first time this policy is broken, the phone will be taken away and given to the student’s advisor and parents will be notified. The communication device will be returned at the end of the day. The second time the rule is broken, the student will lose the freedom to keep their device in their backpack. They will then be required to turn the device into an administrator at 8:00 a.m., and they will pick it up at the end of the day. After the second infraction, they will no longer have the five-minute lunchtime window to check emails/texts for the remainder of the semester.

Class Placement Requests

Parents who wish to make a request related to their child’s class placement may do so using the [Class Placement Request Form](#). To ensure consideration, placement requests pertaining to a given academic year should be submitted by the last day of the preceding academic year. In an effort to optimize the academic and social-emotional development of each student, class rosters are generated with significant input from students’ current teachers. Parent requests will be considered, but fulfillment can not be guaranteed.

Dress

TCS would like our dress code to make students feel comfortable and confident in their clothing choices.

Therefore, we ask that students:

- Wear pants/shirt or equivalent (leggings, skirts, dresses, etc).
- Wear clothing that covers the torso, chest, and upper thigh during all daily activities.
- Wear shirts that have a shoulder strap.
- Wear clothing and shoes that are comfortable for walking/running.
- Clothing and shoes should be appropriate for all activities that you participate in throughout the day (ex: PE).

Other guidelines include:

- If a student wears loose tank tops that are open under the armpit, they should wear a layer that covers the opening space.
- Students may not wear clothing that shows hate speech (or symbols), any violence, offensive language, or sexual references.
- See-through clothing cannot be worn alone, and must abide by all other dress code rules.
- We advise that student clothing should be labeled.

Field Trips and Live Scan Information

Early Childhood, Elementary, and NMY 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 emails. A permission form will be sent home for each trip. If not returned, then your signature on the Student Information and Emergency Data form will be your consent for your child to participate. 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.

The school must have the following information on file for any parent volunteer or any parent who will be driving for or attending any school-sponsored field trip/activity:

- A current Driver's License.
- A current automobile Registration.
- A current copy of your California Insurance Card demonstrating a minimum of \$250,000 for liability insurance, per person bodily injury, \$500,00 bodily injury per accident, and \$50,000 property damage. 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. Many insurance companies will issue a one-day waiver for these amounts.
- Fingerprint results from a Live Scan Volunteer Application (approximately \$100).

You will only need to submit Live Scan results once for the duration of your family's tenure at The Children's School. However, if TCS does not have the information above on file, you will not be able to drive for field trips, sporting events, or any other school-sponsored activity. This policy represents accepted best practices for the California Association of Independent Schools (CAIS), of which The Children's School is a member. In order to comply with these best practices, and - more importantly - to ensure the safety of your children, we feel it is important to enact this policy.

TCS will reimburse parents for \$25 of the Live Scan service fee - please submit your receipt along with the above

information to the Business Office.

Live Scans can be completed at any police station (including the police station at UCSD) or at the Department of Education. Live Scan forms can be obtained in the Main Office. If you have any questions, please contact the Business Manager.

Homework Policy

The most valuable homework experiences are those that help to solidify the learning that took place in the classroom or provide students with an opportunity to practice newly acquired skills. Meaningful homework is based on classroom learning and is relevant to the current study. Homework can also be an opportunity to finish assignments that were not completed in class in a reasonable time period. Reading is an important aspect of every child's education and should be a part of daily life.

After consulting with the faculty and reviewing recent studies about homework, we believe that the following policy best fits the TCS curriculum and mission:

- The teachers are the best judges of appropriate homework. They know what the children have worked on during the day and whether there is anything that should be reviewed or practiced at home.
- Students may be given assignments to prepare them for the lessons or classwork that follow.
- Homework should be relevant and meaningful.
- All homework assignments will be reviewed by the teacher upon completion.
- Students should read every day. This is not only part of their daily homework, but is also an important part of being an educated and literate person.
- The amount of homework will not be dictated by a specific number of minutes. Some days there may be no homework (other than reading) because it isn't necessary. The appropriate amount of homework will vary.
- Teachers will be sensitive to the fact that students have already worked for many hours on academic tasks and not assign more homework than is necessary.
- Homework is an excellent opportunity for students who need more than the standard amount of time in class to complete assignments.

If your child is unable to complete an assignment due to an occasional family commitment or outside obligation, please speak with the teacher. Our teachers are sensitive to the needs of their students and families.

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.

Punctuality and Dismissal Procedure

Arriving on time is important for many reasons:

- It teaches respect for others who are ready to get started and for the teacher who is prepared and ready.
- Late arrivals disrupt the learning environment and begin the day rushed and playing catch up.
- It demonstrates the importance of school. It is important enough to you and your child that you make that extra effort to be on time.
- Each day begins with Morning Meeting (or Circle of Power and Respect (CPR) in NMY). This is an extremely important part of our program and helps your child to start his/her day set up for success.
- Habitual tardiness of even 5 to 10 minutes can be very detrimental to your child's success throughout the day.

In an effort to control the problem and get everyone's day off to a great start, we have a Punctuality Policy:

- Out of respect for those who arrive on time and to make the best use of the school day, teachers will start on time each day.
- If a student arrives at school after attendance has been taken, he/she must report to the main office to inform the Office Manager that he/she is in attendance.
- If a child is repeatedly late the parent will receive a call from the school.
- If a pattern of late arrival continues, a letter will be sent to the family outlining the problem. This letter may be placed in the child's file for future reference.
- If tardiness becomes a chronic problem, the student and his/her parents will meet with the Head of School to discuss a resolution to the problem.

Dismissal and After School Supervision Procedures

Closing meetings are an important part of the day. This is a time for reflection, review, and a time to gather belongings and note homework assignments. We ask that early pick-up be limited and that you try to make appointments after school whenever possible so that your child may participate in the closure activities.

TCS is a closed campus. Students must remain on campus and under supervision until they are picked up by a parent or designated adult, unless they have a signed permission slip on file to leave campus at the end of the day. All students on campus must be supervised by the parent or be signed into Kids' Club. Parents who are supervising their children on campus must have them in view at all times. There is no charge for Kids' Club until 3:15 p.m.

This procedure is implemented to ensure the success and safety of all of our students. If you and your child have specific special circumstances please contact the Head of School.

While the School will make reasonable efforts to ensure that students follow the Dismissal Procedure set forth above, ultimately each student is solely responsible for adhering to the procedure for his or her own safety. If any student chooses to disregard the Dismissal Procedure and leaves campus without authorization, his or her parent shall release the School from any liability and hold it harmless for any and all damages incurred as a result.

Toys (including Electronic Toys)

Toys from home, including game cards and electronic toys, 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.

General Program/Class Information

Parent Education Program

TCS has dedicated many years to establishing a tradition in which parents are invited and encouraged to grow and learn right along with their children. The goal of Parent Education at TCS is to engage our community of parents

with regular workshops and discussion groups about relevant and inspiring topics related to parenting, education and child development. We pride ourselves on being a place where not only the children are learning, but where our teachers and parents embrace the fact that we are lifelong learners, wanting to do and be our best.

This year, in an effort to provide an enriched Parent Education program, we will be offering courses on a variety of topics, geared towards filling your parental toolboxes with strategies and ideas that are aligned with our Social Curriculum and our school philosophy. Courses will be offered at different times to accommodate the busy and varied schedules of our parents.

TCS Toddler parents will receive regular parent education as part of the Toddler program curriculum. This provides an introduction to the TCS social curriculum, parenting strategies, and an in-depth understanding of early childhood development.

Please note: All dates and times are subject to change. Please consult the school calendar on the TCS website for the most up-to-date information.

Look for more information about these events in *The Comet* (the official bi-weekly newsletter of The Children's School), the P.A. Newsletter, and on the school website. If you have a special area of expertise or interest you would like to share with our TCS community please contact Jacquee Novak at jnovak@teslj.org.

Ages, Times & Days

Our program is for children ages 26 months to 3 years, and their parents. We offer Monday through Friday, Monday/Wednesday/Friday or Tuesday/Thursday program options. Program hours are from 9:00 a.m. to 11:45 a.m. For new students, a parent is expected to be in attendance during the first three weeks of the school year with your child on days your child is enrolled. After the first three weeks, parents in the Toddler program will have opportunities for drop-off days, which will be open to all of the children who are able to separate comfortably from their parents.

Parent Education

An integral piece of our program is our Parent Education meetings. These meetings take place during class time. After the first three weeks, Parent Education meetings will be held every Friday from 10:30-11:00 a.m. through December. From January through the end of the school year, Parent Education meetings will move to once a month from 10:30-11:00 a.m.

Caregivers

We would like to emphasize that this is a Parent/Toddler program. It is our policy for mothers, fathers and relatives to participate and attend with their children. Nannies 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 Education meetings.

Preschool Program

Arrival and Departure

The state of California requires all Preschool 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 p.m. and 12:15 p.m. for the half-day program. A \$10.00 late fee will be assessed after 12:15 p.m. Parents will be charged accordingly. Full day Preschool pickup is at 3:00 p.m. Children who are not picked up will be placed in 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 email updates and a daily message board posted in each classroom. The weekly emails include curriculum information, class activities, and suggestions for parents.

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 a.m. – 12:00 p.m. or 9:00 a.m. – 3:00 p.m. Any child arriving before 8:30 a.m. 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 a.m. 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 disappointment 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. Please make prior arrangements with the teachers. 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. 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. Parents will be billed for a Tot Cot to be kept at school and sent home weekly for cleaning. For health and storage reasons, please do not send pillows.

Allergies

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.

Specialty Classes

Art

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

Library

Students in Toddler through Fifth Grade visit the library weekly. As in any library, materials need to be checked out before leaving. Items checked out of the library become the responsibility of the borrowing family and replacement fees will be charged for lost or damaged items.

Music

All students participate in music classes. Our music curriculum includes vocal music, movement to music, music appreciation, music theory and history, musical composition, and use of instruments. First - Eighth Grade students also use the music lab to learn programs like Garageband.

Physical Education (PE)

All students in Prekindergarten 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.

Spanish

Students in Prekindergarten through Eighth Grade attend Spanish classes. Our integrated Spanish curriculum incorporates culture and the arts as well as language.

Technology

Students in First through Eighth Grade participate in technology classes. Students learn critical skills and tools that can be integrated into the core curriculum, focusing on how to build, design and create content across disciplines.

Health and Safety Policies and Procedures

Absence Due to Illness

All absences must be reported to the school Office Manager by 9:00 a.m. A message may be left on the school's voicemail 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.

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 Incident Report. The report will be filed in the Business Office. A Medical Authorization Form must be on file in the office.

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.

School Responsibilities

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.

Logical Consequences

Use of logical consequences shows respect for the student and the classroom. They are designed to help children analyze mistakes and know what to do next time, but they are not designed to 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:

- **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.
- **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.
- **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

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 Assistant 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 Assistant 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.

Disaster Preparedness and Emergency Information

TCS faculty and staff are trained annually on how to respond in the event of a disaster (earthquake, fire, hostile intruder, bomb threat, etc.). 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:

- 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.
- If students need to be evacuated off campus, our evacuation site is across the street in the east parking lot of Hotel La Jolla.
- Minimize phone calls to school as lines will need to remain open for emergency personnel.
- 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.
- In the event of a lockdown, following an “All Clear,” all students, parents and staff will meet in the TCS auditorium for a community meeting and debriefing.

If you have questions about disaster preparedness, please consult the Head of School.

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 parent's absence and if there is a change in pick-up procedures.

Emergency Kits

TCS stores an emergency kit for each child. If a child has food allergies and cannot eat the food provided, he/she will need food provided by the parents.

Wellness 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 Wellness Policy.

In most situations, any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications. Additionally, if symptoms are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow CDPH recommendations for retesting and/or isolating if results are positive.

Please keep your child home and notify the school if any of the following symptoms are exhibited:

- Fever (a temperature of 100 degrees F or higher) or chills.
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- An unusual rash of any kind. An exception would be a rash due to an antibiotic reaction or eczema.
- Any contagious disease such as (but not limited to): COVID-19, flu, chickenpox, measles, mumps, pinkeye, or an active case of head lice. Please report any occurrence of these contagious diseases to the office.
- Any eye infection/irritation with discharge.
- An ear or throat infection.
- Irregular breathing symptoms, such as breathing rapidly, nasally with effort or wheezing.
- A diagnosed illness or any symptoms of illness (such as acute cold symptoms or hacking persistent

cough).

Please confirm with the school that the criteria listed below has been met prior to your child's return to school.

- A child should stay home until it is clear that symptoms are mild and improving or are due to a non-infectious cause.
- A child must be fever free without medication (Tylenol, Advil, etc) for at least 24 hours before returning to school.
- After vomiting and/or diarrhea, a child must be free of both symptoms for 24 hours before returning to school.
- A student who has tested positive for COVID-19, in addition to meeting the criteria listed above, must stay home for 5 days after the onset of symptoms, or after a positive test if no symptoms are present. The student should wear a mask through Day 10 and may remove the mask sooner than Day 10 with two sequential negative COVID-19 tests taken one day apart.
- After an eye infection/irritation with discharge, your child may return after being examined by a doctor and/or is on appropriate medication for 24 hours.
- After an ear or throat infection, your child may return after being examined by a doctor and/or is on appropriate medication for 24 hours.

Please assess the comfort of your child before coming to school. If your child is listless, pale or unusually irritable, this would be a 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.

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

- Make sure your child gets enough sleep. Most children need 8-10 hours a night.
- 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.
- Pack water bottles in lunch boxes. Hydration is essential to a good attention span.
- Apply sunscreen before school. Children are outside for many activities during the course of their school day. Hats are also advisable.
- Consider a rolling backpack if your child's load is heavy.
- Pack healthy lunches and snacks. Good nutrition impacts your child's immunity, attention span and moods!

COVID-19 Testing:

- It is strongly recommended that a student is tested for COVID-19 after the onset of [symptoms that are concerning for COVID-19](#).
- CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR tests.
- Due to the increased travel and social interactions that often occur during school-breaks, it is recommended that students get tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).

Covid-19 Exposure

A student is considered a close contact if they shared a common indoor airspace with a person who was contagious with COVID-19 for 15 minutes or more in a 24-hour period. After exposure, asymptomatic students may remain in school and are expected to test for COVID-19 on Day 3, 4, or 5 after exposure. The date of exposure is considered to be Day 0.

A student who is exposed to a COVID-19 positive household member should test immediately and again on Day 3, 4, or 5 after the COVID-19 positive household member has ended isolation.

It is strongly recommended that exposed students wear a well-fitting mask indoors around others for at least 10 days following the date of last exposure.

Any student experiencing symptoms after COVID-19 exposure must meet the criteria outlined in the Wellness Policy before returning to school.

Masks

California Department of Public Health strongly recommends that masks are worn in indoor settings. Students' use of masks at school is a family choice. The school will provide a mask to a student who fails to bring one to school but desires to use one.

Ventilation

Ventilation will be optimized in all classrooms:

- Doors and windows will remain open when possible.
- CO2 levels will be monitored.
- Classrooms will be equipped with in-room portable air cleaners with HEPA filters.

Maintaining Clean Hands

- The school will teach and reinforce proper handwashing to lower the risk of spreading viruses, including the virus that causes COVID-19.
- The school will ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, no-touch trash cans, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer.
- The school will teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

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 forms have been completed, signed, and returned.

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.

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/staff do not microwave lunch items for students.

Due to an increased number of children with life-threatening nut allergies, **our Toddler through Kindergarten classrooms are nut-free**. If your child is included in this age group, please avoid snacks and lunches that contain peanuts, peanut flour, peanut oil, peanut butter, or other nuts. This includes items with almonds, coconuts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Please note: Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing, please read labels carefully to make sure the products are nut free. This includes labels that read “may contain traces of peanuts/nuts” or “manufactured in a facility that also processes peanuts (and/or other nuts).”

Thank you for your consideration and support in keeping the food-allergic children safe from having a life-threatening allergic reaction at school. If your child has any type of food or environmental allergy, please notify your child’s teachers and the school office.

Community Snack Suggestions

As our society learns more about the nutritional content of our food, more of our TCS families are leaning towards whole and organic foods while staying away from foods that are highly processed, foods with refined sugars and partially hydrogenated oils. Teachers at TCS recognize the value of this and would like to encourage these nutritional ideals in the classroom during snack and birthday celebrations.

When providing snacks for your classroom, please include a veggie or fruit. Community snack time is a great opportunity for your child to bring something new for other children to try. Here are our recommendations but please feel free to confer with the classroom teacher if you have questions.

Suggested snack items:

Fruits/ Vegetables

- Any fresh fruit (apples, oranges, pears, blueberries, strawberries, melons, etc.)
- Fresh vegetables (carrots, celery sticks, cucumber slices, broccoli, red bell peppers etc.)
- Applesauce

Cheese/Dairy

- Yogurt (individual cups or tubes)
- String cheese, sliced or cubed cheeses

Protein

- Hard boiled eggs
- Sliced turkey or lunch meat
- Hummus

Crackers/Snack Items

- Kashi crackers
- Pirate’s Booty
- Pretzels
- Homemade muffins or bread (please bring in ingredient list)

These are only suggestions, and you are encouraged to bring in your own favorite healthy snacks that your family enjoys. This is also an opportunity for your family to share any unique or traditional foods that your family prepares at home.

Here are a few items not recommended for community snack:

- No juices, juices boxes or chocolate milk
- No dessert items or donuts

Special Birthday Treats

We encourage you to celebrate your child's birthday with the class! You may bring a special small snack to share, which we typically enjoy after lunch or before dismissal. Please keep in mind that depending on the size of your child's class, there may be many birthday celebrations throughout the school year. Our goal is to focus on the celebration and keep the birthday treat portion small and simple. You may always check with your classroom teacher prior to your child's birthday for ideas.

Here are some items we encourage for birthday treats:

- Popsicles
- Whole fruit bars, juice bars
- Frozen bananas
- Cuties soy ice cream sandwiches

Sugary treats such as the items below are discouraged:

- Cupcakes/Cakes
- Donuts
- Cookies, etc.

Thank you for your efforts to keep our students healthy and to encourage healthy eating habits all year long.

Parking

Parking is available in the parking lot in front of the school and on Torrey Pines Lane. Parking is allowed only in designated parking spaces. There is **NO PARKING AT ANY TIME** in the following areas:

- Fire lanes
- Dirt driveway leading up to middle school campus (serves as an Emergency entrance/exit)
- Parking spots that have permanent signage indicating the spots are reserved
- Any other designated "no parking" zone

Please note that if your car is parked in a designated fire lane, in an emergency access driveway, in a handicapped parking spot, or in any other designated "no parking" zone at any time - even for "a couple of minutes" - your car is subject to ticketing and/or towing by law enforcement.

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.

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.

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. 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.

Sign-in/Sign-out Procedures

All visitors, including parent volunteers, must check in at the Main Office.

For safety's sake, children in Toddlers through Prekindergarten 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. Additionally, these students must be signed in and out with the classroom teachers.

All middle school students arriving after 8:00 a.m., Students in Prekindergarten - Fifth Grade arriving after 8:30 a.m, and Preschool and Toddler students arriving after 9:00 a.m. must sign in with Marilyn in the office. Students picked up before 12:00 p.m. in Preschool, 2:45 p.m. in Prekindergarten and 3:00 p.m in Kindergarten – Eighth Grade must be signed out in the main office.

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/her 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.

Sun Safety at TCS

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 children in Kindergarten and older to school with sunscreen in their backpacks. Students can re-apply before going to lunch.
- 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.

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 Federal Insurance Co. and managed by Administrative Concepts, Inc. Please see the Business Manager for more information.

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, making materials at home for the classroom, driving on a field trip, bringing in snacks, sharing your knowledge of a specific subject, helping with Parent Association events, or 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.

If you are interested in volunteering in your child's classroom, please contact the classroom teacher. California currently requires school workers, including volunteers, to provide evidence COVID-19 vaccination or undergo diagnostic screening testing. Before volunteering at TCS, parents must submit to the school evidence of COVID-19 vaccination or evidence of a PCR or antigen COVID-19 test. If you want to drive on field trips, you will need to complete a livescan fingerprint background check, which will be kept on file at TCS.

Please note that volunteer opportunities are available after the first six weeks of school. This period is used to create a climate of warmth and safety and to establish expectations and build community.

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.

General Classroom Volunteer Guidelines

- Use positive language to promote positive behavior.
- Model and role-play appropriate behavior.
- Recognize and follow the rules of the classroom.
- 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.
- Meet with the teacher before you volunteer in the classroom to find out how the classroom is organized and what role you may play during your volunteer time.
- Be friendly, but remember you are part of the teaching team when you volunteer.

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 and sign the Visitor Sign-In Book.
- 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 responsibility 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.

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.

Relationship with Your Child When You Volunteer

- Children are generally happy to have you volunteer in their classes. As they get older, 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.

Parent Association

The Parent Association (PA) is the School's main volunteer group and every TCS parent is automatically a member. The PA supports our teachers and administration and also connects our parent community through volunteer opportunities and social events for the whole family. Parent involvement is strongly encouraged and highly valued as a gift to the children and to the school. The PA Executive Board acts on behalf of the PA in the management of the affairs, funds, and expenditures of the PA. If you have questions about the PA, please email pa@tcslj.org.

<p>PA Executive Board: President, Lauren Netzer Vice President, Carli LeRoy Treasurer, Sarah Blumenthal Secretary, Andreea Balteanu</p>	<p>Room Parent & Social Coordinators: Early Childhood Coordinator, Kristen Anderson Elementary Coordinator, Nicole Lincoln Middle School Coordinator, Florence Galvani Community Service, Meredith Burgh & Rose Ryan Book Club, Izzy Uriz Fall Festival, Nani Keylock & Allison Wheeler</p>
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PA Meetings

The PA will conduct meetings throughout the year and are a great way to stay informed about school news and learn how you can get involved. All parents are encouraged to attend PA meetings. This year, the PA will conduct meetings on Fridays after community meeting around 8:45am on the following days:

September 15th
October 13th
November 3rd
December 8th
January 19th
February 9th
March 8th
April 5th
May 31st

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.

One way that many TCS parents facilitate community building in the classrooms is to take on the role of Room Parent. Every Toddler through Eighth Grade classroom needs at least one Room Parent, but may choose to have a Co-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, organize classroom parties and assist classroom teachers, as needed. They also often help children acknowledge their teacher’s birthday. Room parents attend the PA meeting once a month and if they cannot attend send another parent on their class behalf.

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

The primary responsibilities of a Room Parent are:

- Facilitate community building and family involvement in classroom and school activities
- Attend PA meetings each month and get the word out on PA activities to all parents in the classroom via email.
- Organize a class booth for the Fall Festival and ensure it is properly staffed by parent volunteers.
- Assist Teacher with Great Artists Grand Finale preparations, as needed.
- We ask all room parents to attend a Room Parent Training Session in September.

Community Events

Community events are a time for families to come together to celebrate and get to enjoy the TCS experience. We encourage everyone to attend the events and see them as an opportunity to get to know other families in our community. As a reminder, we ask that there be no alcoholic beverages at events where children are present.

2023-24 School Events (Partial List)

For a complete list of events, visit the School Calendar on the TCS website: www.tcslj.org/events.

New Family Welcome Party

All mentor families are invited to help us welcome the newest members of the TCS community. Join us on the Kelly Family Field for dinner and the opportunity to make some new friends.

Pizza Social

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 or a side for Toddler/Preschool/Prekindergarten families and a dessert for Kindergarten - Eighth Grade families.

Cocktails & Conversation Parent Social

This adults-only evening is a great way to meet new parents while enjoying great food and drinks.

Fall Festival

The school is transformed into a festive Halloween carnival complete with kids in costume for this family event.

Parents on the Playground (POPs) Lunches

Organized by the Parent Association, the teachers and staff connect over a delicious lunch in the Kids' Club Room, while parents supervise the students at recess.

Winter Sing

Relatives and friends fill the TCS auditorium for a musical performance by the Kindergarten - 8th grade students.

Read Across America and Pajamas & Pancake Day

Students gather on the Kelly Family Field to read and celebrate Dr. Seuss's birthday. Students are treated to a pancake snack from the Parent Association while wearing their pajamas.

TCS Teacher Appreciation Days

Join us in thanking the wonderful TCS teachers and staff for all that they do.

Great Artists Grand Finale

This evening art exhibit on campus is the culmination of extensive study of selected artists by Toddlers through Eighth Grade students. Mark your calendar today; you don't want to miss this event!

Fun Night - (6:00 p.m.)

The major fundraising event of the spring, this evening includes dinner and silent and live auctions featuring items created by TCS students as well as items donated by parents, local businesses and other school supporters. Proceeds from Fun Night support the school's operating budget.

Toddler, Preschool and Prekindergarten Spring Sing

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

Graduation

All community members are invited to attend our Eighth Grade Graduation held in the NMY Courtyard.

Supporting TCS

The Children's School is a non-profit organization whose ongoing health and sustainability depends on the voluntary financial support of its entire community. When we give to TCS, we are demonstrating our commitment to the school's intellectually rigorous programs, integrated social curriculum, and to our outstanding faculty and staff. There are two major opportunities for giving to TCS during the 2023-2024 school year.

Annual Fund

The Annual Fund is the cornerstone of philanthropy at TCS. This year, the Annual Fund runs from October to November. Your participation in the Annual Fund will directly support the operational needs for the 2023-2024 school year.

Why does the school ask for a donation on top of tuition?

- Like most schools, TCS endeavors to limit tuition costs by intentionally leaving a gap between the full cost of a TCS education and what your tuition covers. We do this to make the school accessible to as many students as possible.
- The difference between tuition income and the cost to educate each student at TCS, or "the gap", is the amount that the school is responsible for fundraising.
- Unlike tuition, your charitable gift is tax deductible.

How will my Annual Fund gift support TCS?

- Helps in attracting and retaining the best educators for your children.
- Provides opportunities for professional development for our amazing faculty and staff.
- Provides financial assistance, helping to offset tuition costs to those families in need.
- Helps to pay for facilities improvements for our beautiful school grounds.
- Supports the day-to-day operating expenses of TCS.

What are the benefits of giving?

- To come together as a community and witness how giving directly benefits *all* students at TCS.
- To maintain the unique programming at TCS and provide opportunities and additional resources that foster your child's growth.
- To enable TCS Leadership and the Board of Trustees to uphold its sound financial plan for the 2023-2024 school year and beyond by contributing to the school's cash reserve.

- To make a charitable, tax deductible contribution to a qualified 501c(3) organization.

What additional giving opportunities exist at TCS?

- In addition to Annual Fund and Fun Night, the school may launch a capital campaign as needs arise. Capital campaigns fund specific initiatives, such as building projects, and gifts are often more significant in size and payable over several years.
- If you'd like to make a gift for another purpose, or have questions about in-kind donations, endowments or legacy gifts, please contact Makena Archer, Director of Development: marcher@tcslj.org.

Fun Night

Fun Night is The Children's School signature spring fundraising event. This event is about building community and raising funds for TCS, and all are welcome. A committee of parent volunteers and TCS administrators plan this adult-only evening, which features a silent and live auction, dinner, dancing and more. The highlight of the event is the live auction, which includes the high-spirited sale of children's original art from our Great Artists Finale, along with other big-ticket items.

Where do Fun Night proceeds go?

- Fun Night raises operational funds for the school and also contains a "Fund-a-Need" component to raise money for a specific project that is a current priority.

How can I get involved?

- We encourage all parents to attend! This is our biggest fundraising and community-building event.
- Place an advertisement in the program book.
- Sponsor the event.
- Join the Fun Night Committee and volunteer to help with silent auction acquisitions, marketing, and sponsorship outreach. If interested, please email furnight@tcslj.org.