

## 2023-2024 Parent and Student Handbook

### **Mission Statement**

The mission of Rambam Day School is to provide an excellent Secular and Judaic education for the Jewish children of the community; thus, creating extraordinary experiences in understanding their role in society and their Jewish heritage.

### **Nut Free School**

Rambam determines based on the student body whether it is NUT FREE. **Due to Pre-school, Elementary School and Middle School being in three different buildings; we could have peanut butter allowed in one place and not another. Each year we will notify the parent body of the policy.**

**2023-2024 - NUT FREE IN ALL BUILDINGS!**

### **Admissions**

Applications for admission may be obtained in the school office. Applications must be completed, signed, and accompanied by all applicable fees to be valid. For students applying to grades one through eight, the application must also include complete transcripts of prior academic records and standardized test scores or a signed release form to obtain those records as well as complete immunization records. ***Students will be permitted to attend classes ONLY if they have a completed registration form and emergency information on file in the office, and a current immunization record for each of their children.***

Rambam Day School does not discriminate based on a student's religion, race, color, national or ethnic origin. The ADA (Americans with Disabilities Act) requires that childcare providers not discriminate against persons with disabilities based on disability, that is, that we provide children and parents with disabilities with an equal opportunity to participate in the school's programs and services. Specifically: Rambam Day School will not exclude children with disabilities from our program unless their presence poses a *direct threat* to the health or safety of others or requires a *fundamental alteration* of the program. After consultation and review with parents, educational and medical professionals, the administration of Rambam Day School will make the determination as to whether a child could benefit from services agreed upon.

### **DEVELOPMENTAL SCREENING**

To ensure that the needs of each child can be met through our program, you may be asked for your child to take a developmental screening before attending Rambam Day School. Once completed we will share the results with the family. Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. Initial screening of children will give us a baseline and allow us to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in the state of Georgia.

**Early Childhood Education Programs** are available for children two years old and older. Admission is based upon available space.

**Age Requirements**

2 Year Class	child turns 2 by September 1
3 Year Class	child turns 3 by September 1
Pre-Kindergarten	child turns 4 by September 1
Kindergarten	child turns 5 by September 1
1 <sup>st</sup> Grade	child turns 6 by September 1

**Fee Schedule**

Grade	Registration before 3/15/23	Registration after 3/15/23	TUITION
2Y	\$185	\$385	\$5,900.00
3Y	\$185	\$385	\$5,400.00
4Y	\$525	\$725	\$11,790.00

**IN ADDITION TO TUITION:(2Y & 3Y snack fee 185.00) \*(technology fee \$150.00) (an additional \$600 per family for a campus maintenance fee). (Pre-K campus maintenance fee is \$1,200.00)**

K	\$525.00	\$725.00	\$11,790.00
1 <sup>st</sup>	\$525.00	\$725.00	\$11,790.00
2 <sup>nd</sup>	\$525.00	\$725.00	\$11,790.00
3 <sup>rd</sup>	\$525.00	\$725.00	\$11,790.00
4 <sup>th</sup>	\$525.00	\$725.00	\$11,790.00
5 <sup>th</sup>	\$550.00	\$750.00	\$12,365.00
6 <sup>th</sup>	\$550.00	\$750.00	\$12,365.00
7 <sup>th</sup>	\$550.00	\$750.00	\$12,365.00
8 <sup>th</sup>	\$550.00	\$750.00	\$12,365.00

**(campus maintenance fee \$1,200.00) (technology fee \$150.00)**

**Days of Operation**

The school calendar is available on our school website; [rambamdayschool.org](http://rambamdayschool.org). Please check the calendar for days when school is not in session due to legal holidays, religious holidays or breaks.

**Operating Hours**

2y, 3y from 8:15am – 12:00pm.  
Pre-K – 8th grade from 8:15am – 3:35pm.

**Extended Hours**

MONDAY THROUGH FRIDAY	12:00-3:35	Annual fee of \$2,650
EXTENDED DAY CARE after 3:35)	3:35-5:30	\$14 (per day for any child who stays
DROP-INS	12:00-5:30	\$22

Drop Ins on an occasional basis, may do so **ONLY** after **CALLING** the office and it being confirmed we have appropriate supervision.

## TEACHER CHANGE/TRANSITION

Rambam seeks to minimize changes of staff during the school year so that children and families can maintain a sense of comfort and security that a familiar and consistent face brings to our learning environment. If a change of a lead teacher is necessary during the school year, we will make every effort to prepare the children and make the transition as smooth as possible. We will inform the parents if such a change will be taking place.

- An email will be sent to the affected parents.
- The new staff member will be introduced during school hours.
- If time permits, the new staff member will visit the classroom prior to become familiar with the children and practices already in place (though some may change),

**Should a teacher need to leave suddenly, Rambam will make every effort to hire a new staff member as soon as possible. In the meantime, quality staff or substitutes will fill in.**

## PRE-SCHOOL

### WELLNESS POLICY

The school day for 2Y and 3Y is 8:00AM-12:00PM. The school day for Pre-K and Kindergarten is 8:00AM - 3:35PM. Children will be given ample opportunities to develop movement skills that will serve as the building blocks for future motor skillfulness and physical activity. Our children will have access to indoor and outdoor areas that meet or exceed recommended safety standards for performing large-muscle activities. Our children will experience structured and unstructured physical activity and movement skills. Our Preschoolers will be encouraged to develop competence in fundamental motor skills that will serve as the building blocks for their future motor skillfulness and physical activity.

(GREAT SITE FOR KIDS -<http://pancakemanor.com/lets-get-fit/> Time for some FITNESS! Follow along with Zach as he talks you through this super fun musical workout just for toddlers!)

### Diapering

Children will be changed on a changing table being used only for this purpose. All changing procedures: the diaper changing surface, disinfecting, supervision, disposal of diapers and hygiene shall strictly follow the regulations of Bright From the Start. Any teacher that is changing a child will wash their hands before and after changing the child. The child's hands will be washed with warm water and soap after they have been changed. The changing table is covered with a disposable changing table liner that is replaced after each use or is wiped down based on BFTS regulations.

Please supply the school with one package of diapers and one container of wipes (**that do not say KEEP OUT OF REACH OF CHILDREN**), except in relation to the actual packaging and not the wipes themselves). You will receive a notice in your child's book bag when your supply needs to be replenished. If your child shows signs of being ready to be toilet trained, we will begin the process after speaking with you and ask for your support at home.

**If your child needs diaper ointment at any given time you must supply the ointment and sign a medication form.**

### Toilet Training

**Children entering 3y must be toilet trained.** Should your child not be toilet trained, we will certainly work with you, however, it does disrupt the flow of the 3Y class.

## **Pre-School Discipline**

We maintain a positive discipline policy, which focuses on redirection, prevention, and consistency. We expect our professionals to be warm yet firm when necessary. Children will be given encouragement for appropriate behavior and every effort will be made to redirect the child to another activity.

Professionals are expected to discuss any discipline concerns they may have with your child and parents are expected to communicate to professionals any concerns they may have concerning discipline. Please address all questions and concerns to lead teachers and **NOT** assistants.

**It is strongly suggested that children not bring toys from home to school**, (except on “sharing day”) – any type of weapon is absolutely forbidden. When children bring toys to school (of which they are the *owner*) it creates all kinds of challenges with children sharing. The most appropriate time for a child to bring a toy to school is for Show and Tell.

## **Clothing**

All pre-school children (2Y through Pre-K) should have a **COMPLETE** change of clothing in school current with the climate. (top, bottom, socks, underclothes, shoes if possible)

## **Diapers**

In 2y and 3y all children in diapers need to have a supply of diapers (one full package) and wipes (**that do not say keep out of reach of children**).

## **2y Parents**

The first few days of school, we expect parents will bring their children to the classroom and then visit for a few minutes. At an appointed time (most likely after the first several days) chosen by the teacher, parents will be asked to drop their child off in the carpool line and not bring them in to the classroom. This procedure helps every child become more accustomed to being separated from their parents.

## **Required Posted Notices**

In the building housing 2Y through Pre-K, the following notices are posted for parental information: A copy of the school’s current license, notice that a parent has the right to request to see the school’s most recent licensure evaluation report, a current communicable disease chart, a statement allowing parents access to all school areas used by their child upon notifying the office of their presence, the name of those in charge when the administration is absent, a current week’s snack menu, emergency plans for severe weather and fire, a statement requiring visitors to check in with the office when entering the school and no smoking signs.

## **All Grades/Illness**

Do not bring sick children to school. If your child is unable to participate in the normal expectations of a school day (excluding the need to miss P.E.), they need to remain at home. Students will be readmitted to school determined by the recommendation for admission defined by the communicable disease chart.

Also, students may be required to go home according to the guidelines of Bright from the Start (which we use as a gage for all grades). Teachers will notify the office if a child doesn’t feel well or seems not to be well, and the determination to go home will be made **by the administration**.

**Procedures for notifying parents of:**

**Illness:** Children may not come to school or remain in school with a fever of 100 or higher, runny, green discharge from nose, or contagious symptoms, such as, but not limited to a rash or diarrhea or a sore throat. You will be notified via a phone call, text or email if we have difficulty contacting you.

The policy of Rambam Day School is that sick children will be kept in the office until a parent can pick them up from school. We will realize this is inconvenient, but we must ensure the health and wellness of all children.

**Minor Injury:** Includes but is not limited to minor cuts, scrapes, minor burns, and bruises. Basic first aid will be given, Parents will be notified via a phone call, text, or an email if we cannot reach you.

**Serious Injury:** Seriousness of injury will be determined and 911 called if needed. Certified staff in CPR and First Aid will remain with the child until emergency medical assistance arrives. Parents will be notified, and an accident report will be completed.

**Exposure to a Notifiable Disease:** Should your child be exposed to an infectious disease or a contagious illness, parents will be notified via Constant Contact.

**Noticeable Adverse Reactions:** All medication given to children will be recorded and will include documenting any adverse reactions and parents will be notified.

**Protection of Children During an Emergency:** Emergency plans have been developed and posted for parental viewing.

**Fire, Power Failure, Climate Control or Structural Damage:** Emergency plans have been developed and posted for parental viewing.

Should your child need emergency medical attention, they will be driven in an administrator's car (Ester Y. Rabhan or Loring Wright) and taken to St. Joseph's Candler Hospital, located at 5353 Reynolds St. or Memorial Health Hospital, located at 4700 Waters Ave.

**Medications**

Any medication that is to be dispensed during school hours to pre-school children, must be given (in its prescription bottle) to the office manager with the appropriate Medication Authorization form signed with all information filled in accurately.

Please inquire from the office if you need to sign the form for **AUTHORIZATION FOR MEDICATION**.

Any adverse reactions to medications will be reported to parents right away.

Any dispensing of medication to pre-school children by the school for **two weeks must be accompanied with a doctor's written authorization, clearly stating the length of time the medication is to be taken and the times it is to be dispensed**. If there are multiple prescriptions, there must be written authorization and instructions for each one.

**After two weeks if the medication(s) is (are) still required, a new form must be submitted with a doctor's written authorization and instructions clearly stated.**

### **Incidents In School**

All minor incidents will be treated in school. All major incidents will be recorded on an Incident Form.

### **Re-Enrollment Process and Requirements**

In February, an email will be sent out explaining how to register on Renweb. Your prompt attention to this process is requested to facilitate planning for the next school year.

Student progress is evaluated each spring for re-enrollment. If student progress is less than satisfactory, a conference will be held with the parents of the child to determine re-enrollment conditions.

### **Disciplinary Dismissal from the School**

A student may be dismissed from school for repeated violations of inappropriate conduct and/or failure to meet academic standards.

### **Termination Policy**

The school reserves the right to terminate a child's enrollment for the following (but not limited to):

- Lack of parental cooperation
- Lack of compliance with school rules and rules of student handbook
- Our inability to meet the student's needs

### **Safety Rules**

Any student riding a bike, a scooter or skating to school must wear a helmet to and from school. Written permission from parents to not wear a helmet **WILL NOT BE ACKNOWLEDGED**. Bikes must be locked up (with a lock provided by the student) in the designated area for bike. Children walking to and from school must follow any instructions given by a school professional as to where they may walk. A student riding a bike home or walking home may NOT leave the premises without permission from a school professional.

### **Child Abuse**

**Mandatory by law** – Childcare professionals must report suspicion of child abuse, neglect, or deprivation. These incidents will be reported to the Department of Family and Children Services in accordance with state law.

### **Field Trips**

A student will not be allowed to participate in a field trip without the proper Field Trip Form signed by a legal guardian or an email sent directly to the office from a legal guardian. Rambam Day School will be using parental vehicles that meet all requirements for Bright from the Start.

### **Transportation**

Rambam Day School does not provide transportation to and from school.

### **Arrival - Including Pre-school**

Arrival for students may not be **earlier than 8:00 AM. as there** will be no supervision until that time. Students **are to** report to their classroom by 8:10 AM.

Tardiness will be addressed by the administration and/or teachers.

### **Tardiness/Early Release**

Class begins at 8:15 a.m. and late students disrupt the teaching and learning process. Children leaving early for appointments etc. causes a disruption for the class and their own learning. Please make every effort to schedule appointments after school hours. Parents/Children are responsible for speaking with their teachers to make up any work or assignments that are missed due to tardiness or absences.

### **Middle School Students Arriving Late**

Children who attend synagogue must be in school by 8:30. They should eat breakfast (provided by parents) in school if they cannot go home first and return on time for school.

### **Dismissal**

Dismissal time for two-year olds and three year olds is 12:00PM. Children should be in the pickup area by 12:05 for carpool. Parents should arrive at carpool by 12:05. Please call the school office if an unforeseen circumstance arises and you will be late.

### **Half Days**

On early dismissal days, Pre-School through 8<sup>th</sup> grade will be dismissed at 12:00 Noon.

**Children in grades K - eighth grade** are dismissed at 3:35 PM. Students will be called to carpool. Parents should arrive no later than 3:50 PM. Please call the office if an unforeseen circumstance arises and you will be late.

### **Late Pick-up**

Unforeseen events occasionally arise; however, students not picked up on time will be sent to the office. Parents need to come inside to pick up their child/dren.

### **Absences**

Students are expected to be in school except in the case of an emergency, illness, or school approved absences. \*

- If your child is going to be absent, please call the school and notify the office stating the reason for the absence.
- If your child cannot participate in P.E. please send a signed note stating the reason and the dates for which he/she is to be excused.
- Parents/Students are responsible for making up all missed work.
- Excessive absences will be addressed by the administration.

\*The office must be notified of the reason for absence, or the absence will automatically be considered unexcused. Students are responsible for making up all missed work, unless excused by their teacher. If a student is aware of an upcoming absence from school, the student or parent must notify teachers prior to absence. All work is to be made up and due according to teachers' requests.

### **Attendance Policy**

Students in grades K through 8 who accumulate fifteen (15) excused or unexcused absences in a year, compromise the assurance of being promoted to the next grade level.

Please be aware of the total number of days your child has missed and realize it can affect their success.

## **Discipline**

We believe that all teachers have the right to teach, and all students have the right to learn. No one has the right to interrupt this process. Students should be in an educational environment that is safe, orderly, and supportive.

Students are expected to conduct themselves properly. Parents should expect students to maintain acceptable school behavior. Cooperation and communication with parents is the key to a successful learning environment.

### *Students will not be permitted to:*

- use abusive or profane language, gestures, or expressions;
- exhibit disrespect to any teacher or student;
- disrupt the teaching/learning process;
- damage/deface school property;
- fight (punished by in-school suspension);
- bully; (could result in expulsion from school)
- cheat (punished by in-school suspension and a "0" on assignment).

### *Students will be expected to:*

- be punctual and demonstrate excellent attendance;
- follow all established procedures for arrival to and dismissal from school;
- be prepared for school daily with all necessary material, completed homework, and written communications (permission slips, notes...
  - conduct themselves quietly and courteously in the hallways, cafeteria, and all common areas of the building and grounds; follow established classroom rules, procedures and directions and comply with established consequences for inappropriate behavior;
- be honest;
- report any instances of bullying to the administration.

### *Teachers are expected to:*

- handle most discipline problems themselves, in a calm and reasonable manner;
- keep parents notified of their child's behavior throughout the year on a regular basis;
- work with parents to address problems in a timely manner;
- reward students for appropriate behavior and model appropriate actions for them.

### *Parents are expected to:*

- read the parent/student handbook and review it with their child
- support the P.T.O. and school functions;
- **initiate communication with the teacher** immediately if the parent suspects a problem;
- supply their children with needed materials;
- teach their children **responsibility** for their class work, homework, books, and supplies.
- keep the school informed of current phone numbers and addresses;
- review each school day with their child to show that they are interested.
- ensure completion of homework by the student;
- have children present and **on time** each day.



## **Conduct**

In the event a child is referred to the principal or assistant principal, administrators will apply one or more of the following consequences:

- address student
- notify parent/guardian
- admonishment
- parental conference
- in-school suspension (class work will be graded at the discretion of the teacher)

## **Dress Code Applies to Pre - Kindergarten through 8<sup>th</sup> Grade**

### **No I-Watches allowed in school.**

#### **Please NO:**

- denim of any kind
- **NO CLOGS, Crocs or sandals, only closed toe and closed heel shoes allowed**
- untied or open backed shoes

#### **Please Note:**

- all outerwear that will be worn **ALL DAY**, such as sweaters or vests must also be of the selected school colors for tops; white or navy blue
- **ONLY normal** size logos of name brand clothing are permissible
- no overalls
- socks may be any color
- Picture Day-Structured dress is required
- ANY RAMBAM T-shirts may be worn on Fridays and game days!
- Current RDS t-shirts with school logo may be worn anytime

#### **BOYS:**

Socks: Must be worn

Pants/Shorts: navy blue, black or khaki – no pants with extra large pockets

Shirts: white, royal blue, or navy

long or short-sleeved shirts allowed, but **must** be collared

no requirement with regard to material (i.e. knit or oxford cloth)

all visible undershirts must be white and slogan free

all boys' shirts are to be **tucked in**

1<sup>ST</sup> –8<sup>th</sup> grade boys **MUST** wear a belt if the pants have belt loops (belts must be solid black or brown)

hair cannot touch the eyebrows, ears, or collar

#### **GIRLS:**

Socks: Must be worn

Dresses/Pants/Shorts/Skorts/Jumpers: navy, black or khaki

\*girls must wear shorts under skirts if skirt is not covering the knee when sitting

Shirts: white, royal blue or navy

long or short-sleeved

crew neck or collared - **NO v-neck or boat-neck shirts allowed**

**NO capped sleeves or sleeveless shirts**

if shirts are layered by girls, both shirts must be of the same color (EX. white outer

white underneath) **NO** tank type tops allowed for shirt underneath

**shirts must remain below waist level and cover the top of the waist-band at all times**

- \* clothing should not be clingy
- \* shirts must be completely solid, including the collar
- \* embellishments on shirts should be minimal
- \* Items of clothing that are to remain on a child throughout the day, such as **sweaters or vests** must also be of the selected top colors; white or navy blue. No requirement regarding outerwear such as coats.

**During Break the Dress Code days**, short shorts, miniskirts, short tops, and t-shirts with inappropriate slogans, tight fitting clothing, FLIP FLOPS, ETC. ARE not ACCEPTABLE. Regular shoes and socks are to be worn and dress code basics are to be followed.

**FOR DAYS THAT ARE THEME DAYS (FOR EXAMPLE PURIM DRESS UP WEEK), STUDENTS ARE NOT ALLOWED TO:**

Wear costumes that depict or include a prop with:

- Inappropriate movies, TV, cartoons, books, reality TV, characters, etc.
- Weapons (guns, knives, swords)
- Cigarettes (and like items)
- Gory characters/people/monsters

If you are unsure, please ask an administrator BEFORE you make your costume choice. Children with inappropriate costumes will be asked to call home for dress code clothing and will not be allowed to participate in activities.

**Appropriate dress for school events is mandatory.** Events such as: sports banquets, Chanukah program, 7<sup>th</sup>/8<sup>th</sup> grade play, and assemblies, (Examples: no t-shirts, flip flops, etc.), shirts tucked in.

**Food/Snack/Lunch**

**This year all areas of the school must be NUT FREE due to several children that are SEVERELY allergic to various nuts.**

Food for lunch or snack should never be shared with a friend at school during recess or lunch. This policy will be enforced by faculty. **No student is to discuss with other students what foods are considered kosher or not kosher. This policy will be taken very seriously by staff as every student has the right to be comfortable in school and this matter is ONLY to be addressed by faculty.**

**The administration is strongly encouraging all parents to discuss this matter with their child/dren.**

All snacks and food brought into the school for Shabbos parties or birthday parties **must be certified kosher.** For information regarding specific food items, please contact the office.

Birthday and other parties may be arranged with the student's teacher; however, **all food must be checked by the principal or Office Manager prior to being served.** Lunches/Snacks Must Follow Healthy

**Standards - USDA BAG LUNCH criteria (at least two foods from the four options: fluid/milk, fruit/vegetable, grain/bread, meat/protein) and all lunch containers/bags must be labeled with student's name.**

Preschool (2Y & 3Y) morning snacks will be provided by the school and will follow nutritional guidelines from Bright from the Start.

**Birthday parties may consist of one sugar treat per child. Any other food items or drinks may not be of sugar content.**

**Celebratory Parties –Only one sugar treat may be served.**  
**(SIBLINGS FROM OTHER CLASSES MAY NOT ATTEND)**

**Please refrain from sending sugary snacks. Most children are affected by the sugar rush.**

### **Allergies and Medical Needs**

Parents must inform the school and teachers of food allergies and they must be listed on the registration card. A plan of care form must be completed and updated every three months by a physician.

### **Homework**

Homework is an extension of classwork and should be challenging and meaningful. Teachers will clearly explain homework requirements for each day. Parents should check all homework to make sure that it is complete and accurate. Parents should allow their child/dren to work independently as much as possible. When parents make sure all the answers are correct, it gives the teacher a false impression of what your child understands.

It is understood that the amount and type of homework may vary with individual students. Homework will be assessed by the teacher and incorporated into the student's grade.

The homework policy adopted for middle school is as follows: All homework is due on the date assigned. If homework is one day late, 10 points will be taken off the grade for that assignment. The second day an assignment is late, the assignment will be given a "0" and the assignment will not be accepted. Homework not turned in neat or if crumpled, must be done over and if not turned in the next day, a zero is to be given for that assignment.

### **Grading**

Students are encouraged and expected to meet the highest academic standards. The following grading scale is used:

Grade Scale for grades 1-8

A	90-100
B	80-89
C	70-79
D	65-69
F	below 64

## **Honor Roll**

Rambam Day School recognizes Middle School students for their exemplary performance during each marking period. A student may be eligible in both Secular and Torah Studies Honor Roll. Honor Roll-Students must receive grades of "A" and "B" only, with at least a 50% average ratio of "A".

High Honor Roll-Students must receive all "A's" to receive high honor roll.

## **Exams**

Exams will be given to middle school students. **All 5th-8<sup>th</sup> grade students will take midterm and final exams.**

## **CHILDREN'S RECORDS**

Children's records are treated with the highest level of confidentiality. All report cards are sent only to legal guardians. Copies are in Renweb – our computer base for various information on students and families. Each family has a code they must use to enter Renweb and retrieve any confidential information on their child. Hard copies of children's ITBS scores, any correspondence between the administration and parents and any professional evaluations are kept in a fireproof file cabinet located in the main office.

## **Use of Electronics**

In Pre-school – **NO USAGE (except under direction of the lead teacher).**

Elementary school –usage of electronics is for educational purposes.

Middle School –usage of electronics is for educational purposes. No electronic usage without supervision.

## **Communication Plan**

The purpose of a communication plan is to keep parents informed of the progress of their child (ren).

In communicating with teachers, please follow the following school policy.

*If a parent needs to speak with a teacher, the parent must call the school office and leave a message for the teacher as to the nature of the call and when would be the best time(s) for the parent to be contacted. Also, parents may not drop in to speak to a teacher. If a parent must speak to a teacher in person, he/she must contact the office to arrange an appointment.*

## **Methods of Communication:**

Student/Parent Handbook	progress reports/applicable to pre-school & Elem. Letters to parents
Emails	Conferences (twice a year, 1 <sup>st</sup> or 2 <sup>nd</sup> quarter and last quarter)
Phone Calls	Newsletters
Reports with work samples	Renweb
Nine-week progress reports	ConstantContact
Interim academic status reports	

## **Transcript Release**

Transcripts of students' performance (copies of the cumulative record) will be issued upon receipt of:

- written permission from the child's parents or legal guardian.
- written request from another school.
- fulfillment of all agreements and obligations between parents and Rambam Day School.

### **Visitors to School**

All visitors must report to the office. Parents who need to confer with a teacher should call the school's office manager or send a note to set up an appointment so that the instructional day is not interrupted.

**Parents should not use office as "visiting" time during school hours.**

### **Telephone Use**

Students are permitted to use the school phone only for emergencies and with permission from a faculty member and parents should only expect to leave telephone messages for students in emergency situations. **Parents should NOT tell their children to call home if they don't feel well. Such instructions should be communicated to the office and the office will communicate with parents concerning a child that is sick or not feeling well.**

Cell phones are not allowed to be ON in school. Students caught with cell phones in use will have the cell phone taken away.

### **Emergency Drills/Severe Weather Policy**

The safety of your child is one of our greatest concerns. The school has an emergency plan booklet that always remains with staff. Please note - should there be inclement weather with not enough time to dismiss children, all children will be taken to Buckingham South, located at 5450 Abercorn St. 912-355-5550, which is a Category Three Hurricane Approved Building. The school will hold regular drills to teach students to respond calmly in the event of an emergency. Detailed escape plans are posted inside each classroom. All emergency policies are posted in each classroom and teachers are required to always have their emergency manuals and student rosters with them.

School will be in session unless weather conditions create dangerous traffic conditions, or there is a facility hazard. School cancellations, late starts, or early dismissals due to weather related events may be broadcast over the local ABC, NBC, and CBS affiliate television stations/Constant Contact/or through Renweb.

### **In the event of a Fire/Policy**

Attendance will be taken prior to leave the building.

The children will be evacuated to Buckingham South's front parking lot.

Medical permission forms will be taken.

### **In the event of a Power Failure for an extended period of time**

An attempt to contact parents via cell phones will take place.

### **Parent Teacher Organization**

We encourage you to be an active member in our P.T.O. Notices will be sent home regarding various P.T.O. functions. If you are interested in becoming more involved in this organization, please contact the school.

The dedicated parents of our Parent Teacher Organization have several fund-raisers throughout the school year. Thanks to these dedicated parents, funds are raised to help our school in many vital areas. Please give them your support when they ask for your assistance.

**Textbooks and Fines**

It is the responsibility of each student to use textbooks and equipment carefully. Abuse, damage, or loss of equipment, books, and/or other materials assigned to or used by students may result in fines to repair or replace the item.

**Smart Board Fines:** Any student touching/using Smart Boards without teacher supervision/permission will be fined in \$10 increments.

**DAY CARE FEE SCHEDULE**

<b>MONDAY - FRIDAY</b>	<b>12:00-3:35</b>	<b>Annual fee of \$2,650.00</b>
<b>DROP-INS (on an occasional basis only)</b>	<b>12:00-3:35</b>	<b>\$20</b>

Drop- ins can only be accepted after the office is notified of your need for aftercare and it is determined that appropriate supervision will be in place for the number of children remaining in aftercare.

You may work out a pay schedule through the office; however, one month's owed amount must be paid up within the first week of the next month.