# THE HERITAGE SCHOOL

## ELC HANDBOOK
## 2009-2010

# Philosophy

The Heritage School is a non-sectarian, coeducational, independent, college preparatory day school founded on Judeo-Christian principles with community support, to provide a program offering personalized educational experience for children of strong character and academic promise, regardless of race, sex, color, religion or ethnic origin.

The school believes in challenging each student to develop his individual potential and seeks from the beginning years to instill in each student an appreciation of knowledge and lifelong learning. The School recognizes that its students need to develop an enthusiasm for education; a firm ethical and moral foundation; appropriate school skills; well-honed oral, artistic and written communication skills; a body of mathematical, scientific, historical, geographic and literary knowledge; and the well-practiced ability to think creatively, to read for information and pleasure, to gather and organize data, and to analyze and draw conclusions. The School's program consists of a sequential curriculum of essential disciplines, periodically reappraised in terms of the design and appropriateness of education. The School strives to provide a program of sufficient breadth and flexibility to afford its students the opportunity to excel in any of the curricular or extracurricular programs.

The Heritage School seeks to provide a nurturing environment that encourages students to discover and use their intellectual and creative potential, to rely on their own judgment and initiative, and to develop an awareness of how they learn best. Teachers strive to identify individual talents and learning styles and to help direct students to programs in which they find interest and success.

The Heritage School believes that, in assisting students to develop healthy self-images, encompassing physical, intellectual, emotional and social capacities, it will enable them to become more sensitive and compassionate human beings and contributing members of a democratic society.

# Attendance

***Important:*** Parents of students who are absent, or late to school, are expected to notify the school office by phone (770-253-9898) between 8:00-9:00 a.m. of the day in question.

**Parents are asked to keep children home when they are ill. It is advised that children NOT return to class until they have been free of fever for 24 hours.**

Students returning from excused absences (illness, medical or dental appointments and/or treatment, family emergencies, and emergency situations due to unusual weather conditions) may be asked by the teacher to come in at 7:45 A.M. to review the skills missed. Written work will be sent home with the kindergarten students to be completed and returned within three days of returning to school.
If excessive absences occur, a conference will be called by the teacher.

## Tardies

An ELC student will be marked "tardy" when he/she arrives past 8:30 a.m. **A TARDY sign will be posted at 8:30 a.m.** Any tardy student must be signed in at the front office and taken to the classroom with a tardy slip. **Please do not bring your child to the classroom and then go sign him/her in at the office. Your child will be marked absent.** Tardiness is disruptive to the classroom environment. **Excessive Tardiness** is defined as a student being late to school **six or more times during a quarter.**

## Signing Out

Students must be signed out in the **ELC office** by a parent or an adult with the parent's written permission whenever they leave school during the day; they must also be signed in if they return to school on the same day. **Please give the teacher the sign-out slip when taking your child from the classroom**. If a student is to leave school at a time other than normal dismissal, written permission slips signed by the parent or guardian stating the time and reason for leaving should be given to the teacher upon arrival to school.

# Communication

## *School to Parents*

- Clear folder, provided by the school, sent home every Tuesday by the classroom teacher containing information concerning the whole school
- E-mail sent by the front office
- Heritage website: www.heritagehawks.org
- Class phone tree
- ELC bulletin board

## *Teachers to Parents*

- EC totebags
- PK folders sent daily or weekly
- K folders sent daily
- Monthly newsletter and calendar (hard copy)
- Teacher's webpage contains detailed information
- Emails
- Teacher written notes or emails
- Phone call
- Class phone tree
- ELC bulletin board

## *Parents to Teacher/School*

- Written notes sent in tote bags or folders
- Tuesday folder
- Email the teacher (teacher email addresses can be found in the faculty/staff section of the school website)
- Front Office can be reached from 7:45 a.m. until 4:45 p.m. by phone 770-253-9898 or fax 770-253-4850.

* Parents are encouraged to contact the student's teacher concerning any situation, prior to contacting a member of the administration.

# Emergency School Closing

In case of bad weather or other emergency situations, announcements regarding The Heritage School will be broadcast over local Atlanta television stations, recorded on the school answering machine, and posted on the website. www.heritagehawks.org The phone tree will be used to contact every family.

## Academics

The Early Learning Center Program serves children in the Early Childhood Class through Kindergarten. The program is founded on the premise that young children should be taught in developmentally appropriate ways through a variety of experiences and methods. Young children learn best through play, exploration, and social interaction. Young children possess a natural curiosity about the world around them and in turn, this curiosity invites learning. During these early years, the level of comprehension and mastery is wide-ranged. The Early Learning Center curriculum adopts a "hands-on" approach to learning. Multi-sensory activities are planned to enhance the complete development of each child.

### *Nightly Reading*

We ask that an adult read to the child for twenty minutes every day. **This consistent modeling is the best way to prepare your child for school**. In Kindergarten, the children have sight words that they are asked to learn on a weekly basis. During the fourth quarter, the Kindergarten children are allowed to take home a teacher chosen classroom book to practice their reading skills at home.

### *Skills Checklist*

A child's progress is noted by a skills checklist that is ongoing throughout the year. The EC class does not have a written checklist. That class will receive Progress Reports twice a year. The PK and Kindergarten students progress is checked regularly with Open Court materials and teacher developed Skills Checks. Also in Kindergarten, the Sadlier-Oxford Math skills checks are used in combination with teacher developed Skills Checks.

*Conferences and Progress Reports*

The Early Learning Center has three parent conferences during the school year. The fall and spring conferences are student led while the winter conference is only the parents and teacher. The EC class will receive two written Progress Reports while the PK and Kindergarten classes will receive three written Progress Reports during the school year. The teachers are available for a conference at any time during the year by appointment.

*Field Trips*

Field trips are an important aspect of the Early Learning Center curriculum and usually have a direct application to a topic or unit of work being studied. In order for a child to participate in an off-campus field trip, the student must have a completed "Field Trip Permission Form" on file in the front office. Parents' cars/buses will transport students participating in field trips. Parent drivers will need to give the front office a copy of their Driver's License and insurance card before the trip. Parents who accompany their child on a field trip as a chaperone are asked not to bring younger siblings, as the first duty of an accompanying adult is the supervision of the students.

# Health

*Immunization and Health Records*

All students are required by law to have a Georgia Certificate of Immunization Form on file in the front office no later than the first day of school. **Failure to comply will result in the child not being admitted to class.**

*Minor illnesses and injury*

Children who have minor illnesses or injuries at school are assisted by the classroom teacher, teacher's assistant, or school nurse. Parents will be notified of any illness or injury. If the injury or illness appears to be more serious, the school will make every effort to contact the parent/guardian. If the parent/guardian cannot be contacted, the school will act on the basis of the Health and Emergency Medical consent Form on file in the front office. Parents/guardians are asked to arrange pick up of a sick child as soon as possible. Please follow the proper procedures for signing a student out in the event of any illness or injury.

A child with a temperature or who has vomited the night before or the morning of class should not be sent to school. **A child may return to school when he/she has been free of fever for 24 hours**.

*Medication*

Any medication sent to school must be in the prescription bottle with written directions on a note signed by a parent/guardian. The school nurse has Tylenol, Ibuprofen, Hydrocortisone Cream, Antibiotic cream/ointment and Benadryl to administer as needed only if the parent/guardian has authorized his/her consent on the Health Form on file with the school nurse.

*Notification of Communicable Diseases*

Please notify the school immediately of any of the following illnesses: chickenpox, mumps, impetigo, measles, mononucleosis, head lice, meningitis, and whooping cough. A note explaining treatment must be provided to the classroom teacher upon the child's return to school.

*Limitations on Physical Activities*

If a child's physical health does not allow the child to fully participate in any physical activity, the parents should give written notification to the classroom teacher. The teacher will inform the P.E. teachers.

*Snack/Food Allergy*

Please list all food allergies on the Health Form and on the classroom form given out by the classroom teacher. If your child does have a food allergy and you have a prescription, please supply the classroom teacher with an EpiPen for your child if needed. The EpiPen must be kept up to date.

In order to provide a safe environment and minimize the potential of an allergic reaction, **the Early Learning Center seeks to be a Peanut and Tree Nut free environment**. We request that you make every effort to bring nut free snacks to school parties and activities. However, it must be understood that it is impractical for the school to effectively police this request. Therefore, the Heritage School and its faculty and staff cannot accept responsibility for a student being exposed to peanut or tree nut products. We ask that appropriate snacks be given to the teacher by the parent to keep on hand for your child if he/she has food allergies.

*"Potty-training"*

All students entering the Early Learning Center Program must be 100% toilet trained. We understand "accidents" do happen, and we will take care of a child that has an "accident." However, an accident should **rarely** occur. If an accident is happening weekly, we will ask you to keep your child at home for a two week period or until he/she is trained. We apologize for any inconvenience, but it is not sanitary or fair to the other children to have the teacher or assistant changing a child in the classroom. We are not equipped to do so.

*Illness Policy*

In The Early Learning Center, it is our policy to ask a parent/guardian to come pick up a child that has vomited or had diarrhea at school. This policy includes the Extended Care Program.

## Carpool

### *Morning Carpool*

Morning carpool will begin at 8:00 a.m. and end at 8:30 a.m. Any student arriving after 8:30 a.m. must be signed in at the front office before coming to the classroom. We ask that you adhere to the following rules:

- Child's name printed on colored paper should be on the car's dashboard and easily readable
- No cell phones while unloading children—the driver will be asked to circle back around until the call is completed
- Have child sitting on the right side of the middle seat of the car for safe exiting
- Have child ready to unload—shoes on, book bag ready, no food or drink in hand—the driver will be asked to circle back around until the child is ready
- A child will not be unloaded if he/she does not have on tennis shoes
- Please put information for a teacher in writing or email the teacher
- On early dismissal days, the ELC dismisses at 11:30 a.m.
- Please do not give messages regarding Extended Day to the teachers or assistants in carpool. If you have a message for Extended Day, please contact Miss Hollie as early in the day as possible to notify her of any Extended Day changes including absences. 770-254-8424
- **We ask that you do not walk your child into the classroom after the first two days of school.**

### *Afternoon Carpool*

Afternoon carpool will begin at 11:45 a.m. and end at 12:00 noon for EC and PK. Carpool begins at 2:00 p.m. and ends at 2:15 p.m. for Kindergarten. Any student not picked up by the end of the

carpool time will be taken to Extended Day and charged $5.00. We ask that you adhere to the following rules:

- Child's name printed on colored paper should be on the dashboard and easily readable
- No cell phones while loading children—the driver will be asked to circle back around until the call is completed
- We have been advised by the chairman of the Coweta Car Seat Coalition not to buckle preschool aged children into car seats. Therefore, all children will need to be buckled into the car seat by the driver if they are not able to buckle themselves in correctly—please pull up to the far right side of the parking lot to buckle the child.
- A child riding with someone other than the approved drivers will need a note.
- **We ask that you do not get out of the car in carpool for any reason.**

# Early Morning and Extended Day

## *Early Morning Care*

We offer Early Morning Care to children in EC through the fourth grade. There is no charge or registration for this program. The program begins at 7:30 a.m. and the children are sent to their classrooms at 8:00 a.m. The program is held in the EC classroom. **A parent/guardian must walk the child to the EC classroom.**

## *Extended Day*

We offer an Extended Day program to EC through the fourth grade. **A registration form must be filled out on any child attending the program**. The forms are kept on file by the Extended Day Director. Pre-registration by Friday of the previous week is necessary as we are limited to the number of students we can accommodate. EC and PK children are allowed to use the program from 11:45 a.m. until 3:00 p.m. They may bring their lunch or purchase one from the school. Kindergarten children may use the program from 2:00 p.m. until 6:00 p.m. There is no charge for the 2:00-3:00 p.m. hour. First through fourth grade students go to the library for a study hall from 3:05 p.m. until 4:00 p.m. when they are brought to the Extended Day classroom in the Early Learning Center. **All children must be signed out in the Extended Day classroom by a parent/guardian**. Please notify the Extended Day director or the front office of any change so children on the waiting list may be called. There is a $5.00/hour charge for the program.

* Extended Day follows the school calendar. Extended Day care will not be provided before major holidays or on Student Conference Days.

## Disciplinary Standards

The Heritage School promotes the development and nurturing of self-discipline in all students. Each student is encouraged and guided to make proper choices and to accept responsibility for his/her actions. Appropriate school behavior is expected from all students.

Each classroom teacher has specific guidelines for his/her classroom. Reasonable and logical consequences are established allowing students to take responsibility for their actions. The individual teacher generally handles student discipline.

The following actions will result in a parent/guardian being asked by the ELC Director, or the classroom teacher by direction from the administration, to come pick a child up from school:

- Biting
- Cursing or inappropriate language
- Tantrums that are severe in nature
- Actions that compromise the safety of the other students

## Emergency Plan

Each classroom contains emergency plans that list specific actions for various emergency situations. The school alarm system will sound for fire and/or severe weather conditions. The school secretary will also notify all classrooms by intercom of any drills and/or emergency situations.

The health, safety and welfare of the students are a priority during any emergency situation.