

## EFIP CORE VALUES

The following core values, which have been developed by EFIP's faculty, define our beliefs in and goals for creating a productive moral environment for our students and the school community.

### **We recognize that:**

- learning addresses the whole child and takes place in a challenging and supportive environment
- children learn in different ways and achieve academically at different levels
- children bring their uniqueness to the classroom

We support this goal by keeping a low student-to-teacher ratio, by teaching in various ways which address different learning styles and levels, by keeping abreast of new research and resources, by communicating with our parents on a regular basis, by offering small group instruction and language support groups in French and in English, by encouraging our students to express themselves in either language, by allowing time for recognition of special talents.

### **We provide:**

- a safe environment to learn, to grow and experiment
- an environment which values respect of:
  - self, others and community
  - cultures, languages, customs and religions
  - physical, intellectual and cultural differences
  - individual and school property

We support this goal by helping our students to develop a genuine interest in learning, by using positive reinforcement, by using actions that show respect to students, colleagues, parents and by creating an environment conducive to respect, by accepting errors as an integral part of the learning process, by modeling expected behaviors, through discussions, interactive and collaborative learning, by recognizing the specific value of our French and American programs.

### **We encourage our students to:**

- express their ideas and feelings
- develop self-worth
- develop interest in learning and motivation to learn

We support this goal by providing resources and opportunities for all children to use their full potential, by engaging our students in varied and open-ended activities, by providing paired-learning, multi-level activities and small group activities, by providing dialogue opportunities through literature, stories, poems, books and current issues, by encouraging problem solving and critical thinking, by being available to our students on a one-on-one basis for extra help.

**We expect children to:**

- strive to achieve to the best of their abilities
- take responsibilities for their actions
- think about others and their feelings

We support this goal by acting as responsible members of the community, by providing many opportunities for our students to take part in the organization of our school community (definition of school and classroom rules), by encouraging honesty and respect, by enforcing the rules fairly and consistently, by recognizing and/or praising our students for their achievements.

The faculty is committed to these values and recognizes the challenge of honoring them on a daily basis. We value a partnership with our parents in working toward this goal and invite our parents to work with us in striving to achieve our vision.

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## SCHOOL CONTACT INFORMATION

On a daily basis, please find below the names of the people who can help you regarding different topics:

### **Academic Progress and Social Adjustment**

Your child's teacher [lastname@frenchscoolphila.org](mailto:lastname@frenchscoolphila.org)  
Mrs. Kotchick [kotchick@frenchscoolphila.org](mailto:kotchick@frenchscoolphila.org)

### **Educational Program**

Your child's teacher and program coordinators:  
PK/K Ms. Jacinthe Julien [julien@frenchscoolphila.org](mailto:julien@frenchscoolphila.org)  
G1-G4 Ms. Sylvia Connelly [connelly@frenchscoolphila.org](mailto:connelly@frenchscoolphila.org)  
G5-G8 Mr. Yohann Vandaele [vandaele@frenchscoolphila.org](mailto:vandaele@frenchscoolphila.org)

### **Orientation to High School**

Ms. Val Denny [denny@frenchscoolphila.org](mailto:denny@frenchscoolphila.org)

### **Study Hall**

#### **After-school Classes**

Ms. Sylvia Connelly [connelly@frenchscoolphila.org](mailto:connelly@frenchscoolphila.org)

### **Summer Camp Information**

[info@frenchscoolphila.org](mailto:info@frenchscoolphila.org)

### **Childcare**

Ms. Christiana Gallagher [gallagher@frenchscoolphila.org](mailto:gallagher@frenchscoolphila.org)

### **French Scholarships Application Medical Forms & Vaccinations Doctor's Notes and Prescriptions Lateness and Absences Pick-up Arrangements Bus Transportation Sign-up Sheets**

Ms. Ndiaye [ndiaye@frenchscoolphila.org](mailto:ndiaye@frenchscoolphila.org)  
Ms. Chapuis [chapis@frenchscoolphila.org](mailto:chapis@frenchscoolphila.org)

**Admissions**

Ms. Janet Dickman [dickman@frenhschoolphila.org](mailto:dickman@frenhschoolphila.org)  
Ms. Stéphanie Chapuis [chapuis@frenhschoolphila.org](mailto:chapuis@frenhschoolphila.org)

**Invoices and Payments**

Ms. Eileen Enama [enama@frenhschoolphila.org](mailto:enama@frenhschoolphila.org)

**Financial Aid**

Ms. Donna Kyle [kyle@frenhschoolphila.org](mailto:kyle@frenhschoolphila.org)

**Annual Giving and  
Contributions**

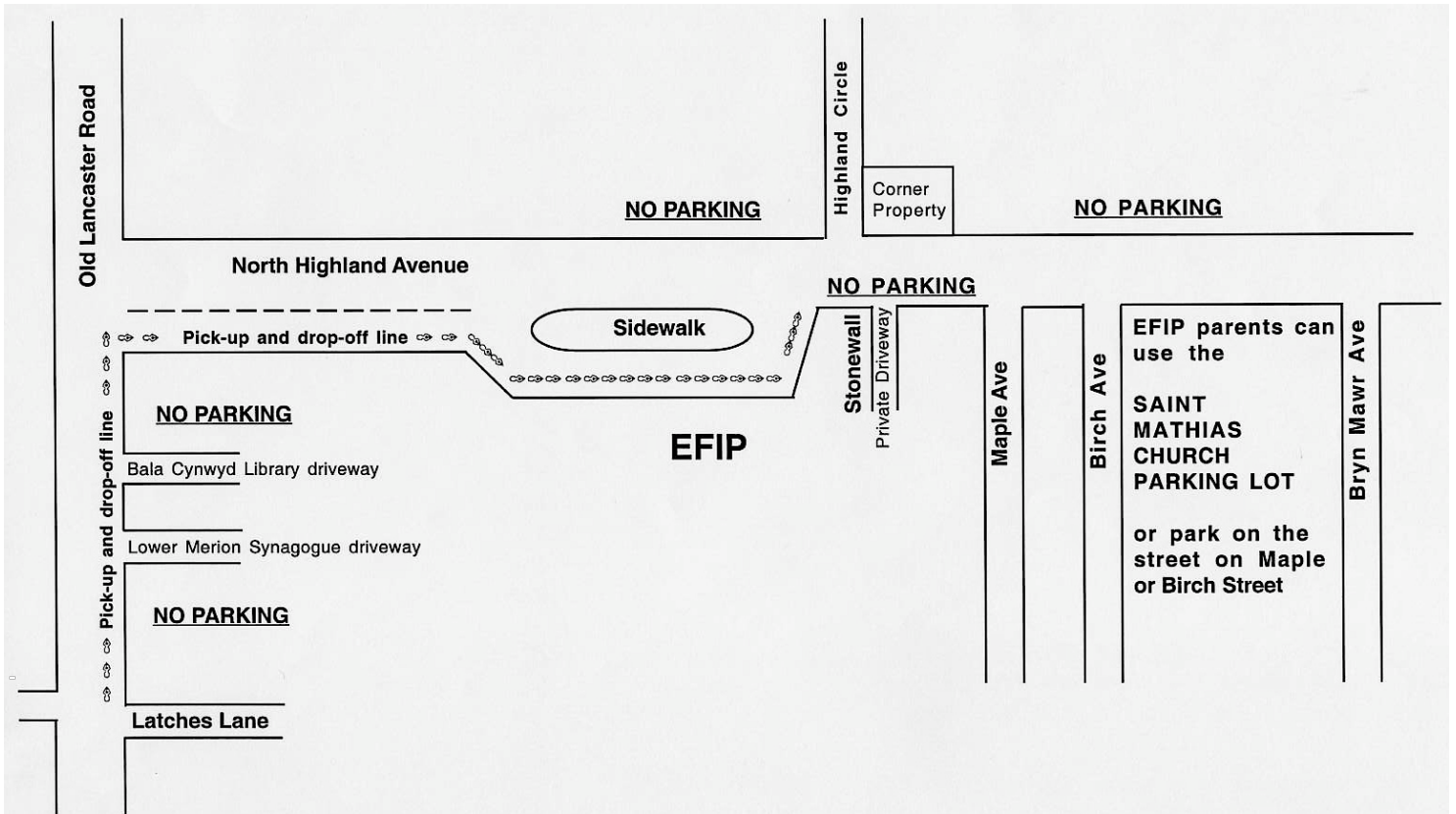
Ms. Jade Touam [jtouam@frenhschoolphila.org](mailto:jtouam@frenhschoolphila.org)

# SCHOOL RULES AND PROCEDURES

## DAILY SCHEDULES

- |                             |                        |
|-----------------------------|------------------------|
| - Pre-Kindergarten 3 and 4: | 8:45 a.m. to 2:55 p.m. |
| - Kindergarten to G3:       | 8:25 a.m. to 2:55 p.m. |
| - Upper School: G4 and G5   | 8:25 a.m. to 3:15 p.m. |
| G6 to G8                    | 8:15 a.m. to 3:15 p.m. |

## DROP-OFF PROCEDURE Lower School



Supervision of students begins at 8:00 a.m. Morning childcare starts at 7:30 a.m, if you wish to drop your child off before 8:00 a.m. You will need to enroll him or her in morning childcare. Children arriving on the yellow buses will not need to be enrolled in morning childcare.



Parents are encouraged to use our drop-off line in the morning. If you choose to park and walk your child in, it is imperative, in order for us to maintain a positive relationship with our neighbors, that you only park where permitted. Saint-Matthias church is kind enough to give us permission to use their parking lot, which is located at N. Highland and Bryn Mawr Ave. Please use it along with the authorized parking spaces left available on the street. You are not allowed to park in the parking lot of the Bala Cynwyd library during the hours when the library is opened nor in the parking lot of the Lower Merion Synagogue for school purposes. Also please be aware that going West on N. Highland Avenue there is a No Left Turn sign that forbids you to turn left onto our school driveway.

If you have a pre-kindergarten-age child, you can park your car where indicated above and walk your child to his/her cubby to put away his/her coat and lunchbox and proceed to his/her classroom. To avoid the drop-off line traffic, if you are driving elementary school children to school along with your preschooler you will arrive between 8:00 a.m. and 8:15 a.m., and if not between 8:30 a.m. and 8:45 a.m. On the first day of school, kindergarten parents may wish to walk their children to the classroom. After the first day, the kindergarten students will line up outside with the elementary school classes.

At the beginning of the year, parents of new preschoolers may stay in the classroom for a few minutes. Explaining your drop-off procedure to your child ahead of time will help ease the transition while staying too long in the classroom will not help your child separate from you. In any case at 8:45 a.m. parents should say 'good bye' as the day will begin.

### **Drop-off line Lower School**

All parents should approach the school from Old Lancaster.

The drop-off line is a moving line of traffic. Those of you arriving between 8:00 and 8:25 a.m. will automatically join the drop-off line. You will drive on N. Highland going East and stop your car in the drop-off zone in front of the school. Be aware that you cannot make a left turn onto our driveway (No Left Turn sign.) Teachers on duty will open your car door and let your children out. You will stay in the driver's seat and drive away when the drop-off is completed. Our preschoolers will be escorted to their classroom by a teacher. Our older children will walk to the playground, put their bags down by the back door and play on the supervised playground. At 8:25, your children will line up by class in front of the back door where their teachers will greet them and lead them to their classrooms.

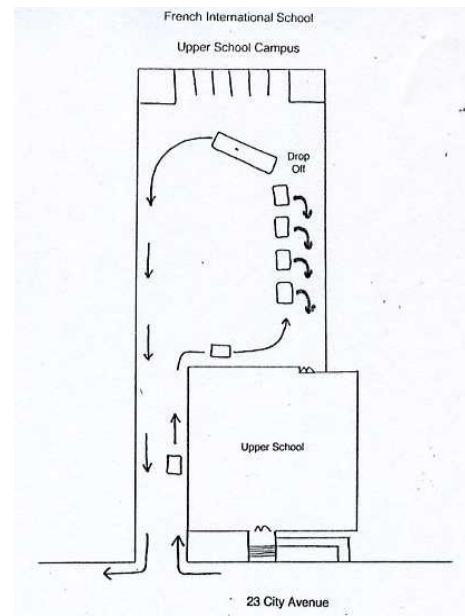
### **Rainy day drop-off procedures**

On rainy days, your children will enter the school through the front door and go to the multipurpose room (K and up). PK students will go to the PK lobby after hanging up their coat.

## **DROP-OFF PROCEDURE**

### **Upper School**

The Upper School opens at 7:30 a.m. Students may begin coming at that time and proceed to the Multi-Purpose Room. Parents will enter the Upper School campus from City Avenue and follow the drop-off line, which goes behind the building. If a parent needs to come in, he/she will need to park at the far end of the parking lot and walk with their child to the building. At 8:00 a.m., G6 to G8 students proceed to their first class that will start at 8:15 a.m. G4 and G5 students will gather in the MPR until 8:25 a.m. and then proceed to their class.



## **DISMISSAL PROCEDURE**

### **Lower School**

We will use a two-way pick-up procedure, which is safe while allowing for parents social interaction.

Students leave by the front door when picked up by car (pick-up line) or by the back door when picked up by foot.

\*Please note that children are not allowed in the classrooms after dismissal when the teachers are gone.

#### **1. From your car**

You will join the pick-up line and move your car as needed. You will stay in the driver seat. Teachers will bring your children to your car and help them get on board safely. The pick-up line is in effect from 3:00 p.m. to 3:15 p.m. It is important that you do not arrive before 3:00 so that the pick-up line does not back up into the street and create traffic congestion in the neighborhood.

#### **2. By foot**

Those of you who wish to park and spend some time at the school will be able to do so within the limits of available street parking spaces away from the pick-up line, loading zone and car traffic. This will take place in the back of the school.

Students will be dismissed to their parents at the back door.

\* Once dismissed from school, children are under their parents' supervision and parents are responsible for their children. Childcare and after school classes will begin using the playground at 4:00 p.m.

### **3. Late for pick-up**

Please note that if your child is not picked up by 3:15 p.m., he/she will be sent to childcare and you will be billed accordingly.

## **DISMISSAL PROCEDURE**

### **Upper School**

Dismissal will occur at 3:15 p.m. The same procedure used for drop off will be utilized for pick-up.

## **EARLY RELEASE**

Early pick-up for medical, dental or other appointments must be done by coming to the office and filling out an "early release form." An office staff member will then pick your child up from the classroom and bring him or her to the office. Please allow ample time for this to occur.

## **SIBLING ATTENDANCE AT SCHOOL SHOWS**

When parents choose to have children present for school shows in which siblings are participating, the following procedure for late arrival to school must be followed: children arrive with parents, remain in the care of the parents during the show, and the parent is then responsible for obtaining a late slip from the main office before bringing the child into the classroom.

\*Please note that all children see a 'preview show' in advance so they will have already enjoyed their sibling's performance with classmates.

## **LUNCH**

You have the choice between preparing a lunch box for your child(ren) or subscribing to our school lunch program.

### Lunch program

To order your child(ren) lunch, you will need to fill out the lunch sign-up sheet which is posted on the website. The cost is indicated on the sign up sheet and is \$6.50/day. Please note that 'last minute lunches' are available and can be ordered on the day needed for \$8.00/ lunch.

During the year, the menus will change seasonally and will be posted on the website.

### Lunch box

Food left uneaten is returned to the lunch box (if you sent one) so that you can be aware of what your children do not eat.

Gum is not allowed at school; please do not pack it.

### **Presentation**

The use of a thermos allows for hot or cold meals (wide mouth thermos) and preserves milk well.

No glass bottle beverages please.

### **Quantity**

In the pre-elementary grades very small portions are recommended. As your child grows, increase portions in proportion to your child's appetite. For instance, a pre-primary lunch might include:

1 mushroom and 1 cherry tomato

1/2 tuna sandwich

1/2 an apple + 1 or 2 strawberries and a few raisins  
milk

### **Suggestions**

A combination of these categories of food appear to constitute a healthy lunch appreciated by children:

- Vegetables (raw, cooked or pickled): carrots, celery, cauliflower, mushrooms, cucumbers, tomatoes, olives, pickles.
- Pasta, rice.
- Dairy products, meat and eggs: cottage cheese, string cheese, cheddar cheese, ham, chicken, salami, eggs, yogurt, tuna, etc.
- Fruit (whole or cut up): strawberries, apricots, blueberries, grapes, cherries, apple, pear, cantaloupe, pineapple. Dried fruits or nuts.
- Cereal: bread, bread sticks, crackers, rice crackers, hot or cold cereals.
- Beverage: water, fruit or vegetable juice, milk, soup.

Please do not forget to include all the utensils your child will need (spoon, fork, napkin) in the lunch box.

You might want to discuss the content of the lunch box with your child.

### **Snacks**

Mid-morning snacks are prepared and provided by the school for pre-kindergarten and kindergarten students. Starting in first grade, students bring a separate snack from home for their morning break. Please make sure that your children bring a healthy, easy-to-eat snack for their break.

## **DRESS**

Practicality, neatness, appropriateness and safety are required. No flip-flops, high heels, nor half T-shirts and torn pants. Shorts and skirts must be long at least ½ thigh length. No make-up or costume jewelry.

**All clothes should be marked with your child(ren)'s first and last names so we can return to you if left behind.**

### **Pre-elementary**

Painting is an integral part of our pre-elementary program, so please dress your child accordingly: no fancy clothes!

On physical education days, all students must wear sneakers.

Preschool and kindergarten students need a complete change of clothes that will stay at school: socks, underwear, trousers, shirt or dress.

For rest time, pre-kindergarten students will need a small and light blanket such as a receiving blanket.

### **Physical education**

Starting in grade 4, your child is required to change into PE clothes and shoes for his/her physical education classes. Each Monday he/she should bring a PE bag including:

- \* a pair of sneakers
- \* a T-shirt
- \* a pair of shorts
- \* deodorant

which will be stored in the lockers or cubbies. These items need to be taken home at the end of each week for laundering.

If your child comes to PE unprepared, he/she will not participate.

Students will not be excused from PE class without a written note from the parent/guardian or doctor.

## **LOST AND FOUND**

Items (garments, lunch boxes, books, etc....) lost and found are kept in a basket at the reception desk for a limited period of time. Items marked with your child's name will be returned to him or her automatically. Unmarked items, if not claimed within two weeks, will be given to a charity.

## **SCHOOL RULES**

### **Pre-elementary**

All children need to be fully toilet trained in order to attend school.

## **Guidelines**

Our students are expected to be polite, courteous and respectful of their peers, of the adults who work with them, of those who visit our school, and of their school environment. They are expected to:

- 👤 say "Hello" when arriving in the morning
- 👤 say "Goodbye" when leaving in the afternoon
- 👤 greet visitors
- 👤 wait for one's turn
- 👤 say "excuse me" before taking a turn
- 👤 open doors for adults
- 👤 hold the door for their peers if they are first in line
- 👤 stay in their designated area and listen to their teachers

## **In the classroom**

The rules will vary according to the age of our students. They will be posted in each individual classroom after discussion in class, but follow reasonable and clear guidelines.

## **In the halls**

- 👤 use soft voices
- 👤 walk
- 👤 keep traffic in single line

## **In the cafeteria at lunch time**

All students are escorted to the cafeteria by their teacher and are expected to:

- 👤 use polite table manners
- 👤 talk in low conversational voices
- 👤 clean up after eating
- 👤 return uneaten food to lunch box
- 👤 remain seated until dismissed
- 👤 follow the "lights off" or clap or signal for immediate attention during indoor lunch times

## **On the playgrounds children are expected to**

- 👤 stay within the playground limits
- 👤 be courteous and kind. Each child who wishes to participate in a group game will be included
- 👤 refrain from rough physical contact
- 👤 ask teacher's permission to go to the bathroom
- 👤 return playground toys and games to the appropriate basket after use
- 👤 put trash in the trash can
- 👤 use all apparatus safely according to the instructions taught by teachers and playground supervisors
- 👤 use apparatus only when it is completely dry

To ensure adequate supervision, parents should refrain from talking to the teachers who are on supervision duty. If you feel a need for a conference, you should make an appointment with the teacher.

After school, the large playground and equipment are reserved for the after-school programs. Please only use the small playground and have your children follow the rules of the school when using it. Children will not be allowed to re-enter the building for security reasons.

### **PROMPTNESS**

Children who arrive late not only miss out on class and social time before class begins but also disrupt the rest of the class.

Class starting times:

Pre-Kindergarten	8:45 am
Kindergarten to Grade 3	8:25 am
Grades 4 and 5	8:25 am
Grades 6, 7, and 8	8:15 am

\*All parents must accompany children to the office for a late slip if arriving after class start time.

The number of times a student is late will be computed and will appear on your child's progress reports.

### **DISCIPLINARY STEPS**

Students who are being disciplined may be asked to perform community work such as picking up papers, raking leaves, putting materials away or other tasks during their recess time. Playground problems may lead to benching. Running in the halls will lead to going back to the starting point and walking.

#### **Step one**

Most situations will be resolved between the teacher and the students directly. If this is not the case, the teacher will communicate his or her concerns to you through a note, an email or a phone call the day the offense occurs if it warrants notification.

#### **Step two**

In the case of repeated offenses, the teacher will notify the program coordinator and Head of School. The program coordinator or classroom teacher will call you and decide appropriate action. You may be required to come for a conference.

#### **Step three**

The child may be required to stay at school after class for detention. You will be notified in advance in order for you to make arrangements for pick-up.

#### **Step four**

In extreme cases, a child may be suspended for one or more days or may be dismissed from school.

#### **RELEASE**

Children will not be released to anyone but their parents/guardians, unless the school has been properly notified on the student emergency sheet. If you are using one or several carpool arrangements, remember to list the participating families on the same sheet. Keep the office informed of any changes on a regular basis. By law, you are now required to validate this information by your signature every six months.

\*In case of emergency arrangements, an email containing a picture of a handwritten note or fax with instructions (610/667-1286 for both Lower and Upper Schools) should be sent. **If you do not receive acknowledgement of receipt from the office, then please call to make sure we received your message.**

#### Special pick-up arrangement:

If the regular pick-up changes, make sure to give your child a written note. Do not use the school e-mail for that purpose.

If you pick up another child, please make sure that the school has been notified in writing by the child's parents or that your name is on his or her emergency list.

If you pick up another child at the childcare, besides all the above-mentioned formalities, you also need to sign the child out.

#### Bus:

If you use this service, you are responsible for directly contacting the bus company to inform them of your child's regular bus schedule and to let them know of any changes. You must also send a written note to the office at the beginning of the school year specifying when your child is taking the bus. **If the arrangement changes, this must also be done in writing.**

In case of a change due to an emergency situation, you must inform the bus company and the school **before 2:30 p.m.** Do not leave a message on the school recording machine or send an e-mail after that time. If you do not follow that procedure, your child will automatically be placed on the bus.

#### In case of separation or divorce:

The School shall presume that each natural parent has the same legal right in regard to the custody of any student unless informed, in writing, to the contrary. To encourage privacy, a letter signed by both natural parents (guardian, if applicable) setting forth the custody agreement will be satisfactory. If a joint letter is inconvenient, a copy of the Court Order will suffice. **Furthermore, the School will not release a student to anyone other than the natural parents without prior written authorization.**



**Release policy:**

Children will not be released to anyone but their parents/guardians, unless the school has been properly notified on the student emergency sheet. If you are using one or several carpool arrangements, remember to list the participating families on the same sheet. Keep the office informed of any changes on a regular basis. By law, you are now required to validate this information by your signature every six months.

**Special pick-up arrangement:**

If the regular pick-up changes, make sure to give your child a signed written note. Please note that you may not pick up another child, unless his/her parents notified the school in writing or placed your name on his or her emergency list.

In case of an emergency, you may scan or send a picture of your signed note to the office by email. Make sure you call the office to confirm your message was received.

**In case of separation or divorce:**

The school shall presume that each parent/guardian has the same legal right in regard to the custody of any student unless informed, in writing, to the contrary. To encourage privacy, a letter signed by both parents/guardians setting forth the custody agreement will be satisfactory. If a joint letter is inconvenient, a copy of the court order will suffice. Furthermore, the school will not release a student to anyone other than the parents/guardians without prior written authorization.

**Early release**

Early pickup for medical, dental or other appointments must be cleared by the office by filling out an "early release form". An office staff member will then pick your child up from the classroom and bring him or her to the office. Please allow ample time for this to occur.

**Bus dismissal policy**

If you wish to use the bus service, you need to register with your School District of residence. You also need to request this service from our school office. Once registered, you should also send a note to the office at the beginning of the school year specifying when your child is taking the bus. **If the arrangement changes, this must also be done in writing.**

In case of a change due to an emergency situation, you must inform the school **before 2:30 pm**. Do not leave a message on the school recording machine or send an e-mail after that time.

**Early release bus dismissal policy**

Parents who use their School District buses for transportation must register with their School District of residence to receive their emergency notifications in case of a change in transportation.

Upon receipt of notification, parents must notify the school on how to proceed for that day.

The School will make every effort to obtain pertinent information from the School Districts and will share this information with the parents by email.

\*The School will not place a child on the bus before obtaining parental consent.

## **ATTENDANCE**

Please familiarize yourselves with the school calendar and make every effort to schedule trips or commitments of any sort for outside of the school calendar. Any child whose parent would like for him or her to depart before the end of the school year must complete a request form and submit it to Mrs. Kotchick at least two weeks prior to the last day. Some circumstances are exceptional, and will, of course, be considered differently.

School attendance is a requirement. Ample vacation time is provided in the school calendar. The school discourages you from taking your child out of school unless it is absolutely necessary. However, in case of absence due to illness or emergency, please call the school **by 8:30 a.m. at (610) 667-1284.**

Upon your child's return, you will need to send a note explaining the reason of the absence or a doctor's note if the child has been absent for more than two days.

## **ABSENCES**

When children are absent often or regularly, they lose valuable class time, important lessons and enriching activities with their class.

### **If your child becomes ill at school**

A student who becomes ill while at school will take a brief rest. If he or she is unable to return to class afterwards, you will be called and asked to make arrangements to pick up your child as soon as possible.

\* Please note that our teaching and office staff is trained in first aid and CPR.

## **HEALTH**

### **Medical records and immunizations**

All of the medical and dental forms must be completed and on file in the office before the first day of school, along with the appropriate immunization records and treatment release. Failure to comply with this state requirement will result in temporary exclusion from the school.

### **Emergency information**

Your child's emergency sheet must include all appropriate information on how to contact you in case of an emergency or illness. If any changes occur during the year, please make sure you report them to the office.

### **Health requirements**

Children who exhibit signs of illness before coming to school should be kept at home.

Please keep your child at home if he or she has:

- fever over 100 axillary or 100.8 rectal in the last 24 hours
- diarrhea in the last 24 hours (diarrhea is not one loose bowel movement, but continual loose or watery stools)
- vomiting in the last 24 hours
- an undiagnosed rash
- heavy, dark discharge from nose
- head lice

If your child has contracted an infectious disease, be sure to ask your pediatrician when your child may return to school. We adhere to the following guidelines for these most common illnesses regarding readmission to school:

- Ear infections must be treated (on medication 24 hours) and fever gone
- Conjunctivitis (“pinkeye”): no discharge or pus and improvement in eye color for 24 hours after being treated
- Strep throat: no fever and 24 hours after the treatment has begun
- Chicken pox: no new lesions (“pox”) and all lesions scabbed over
- Impetigo: at your physician's discretion; must return with a note from physician
- Ringworm: 24 hours after treatment has begun
- Head lice: after treatment (e.g. Nix) and removal of all nits

It is generally not necessary for your child to stay home with a minor cold (e.g. clear runny nose) and no fever.

If parents must send medication with a child, the doctor's prescription should accompany it and be given by the parents personally to office personnel, who will be responsible for administering the medication. **Do not put medicine of any kind in your child's lunch box.**

### **Lice**

If your child has head lice, you will be called and asked to pick him or her up. Please read the following information and take the appropriate steps before returning your child to school. Upon return, you will bring your child to the office before your child attends class.

#### Facts about lice

- hygiene has nothing to do with lice; no matter how clean hair is, anyone can get lice;

- length of hair is not a factor, except that lice may be more difficult to detect in longer hair;
- lice cannot jump nor fly, nor can they survive long off the human head;
- lice do not live on household pets.

#### What to look for

Lice run away from light, so do not expect to see them, as you might see fleas on an animal. Look for pin-head-sized whitish eggs at the base of the hair shaft. Use a strong light and a magnifying glass if necessary. Sometimes the only apparent symptom is head-scratching.

#### How to treat it

If your child gets head lice, treat immediately with rinse as prescribed. Before sending your child back to school you must remove all nits from the base of the hair shaft with a Derbrac comb (available at pharmacies). Other combs will not work, since their teeth are too widely spaced.

Laundry head-wear, bed linens and clothing in hot water and then dry in a dryer. Items that cannot be laundered can be placed in a hot dryer for 20 minutes.

Put 1 or 2 mothballs in the bag of your vacuum cleaner and vacuum rugs and play area carefully.

You must notify the office if you find head lice on your child. Check siblings, parents and playmates on the same day and treat immediately if infested.

### **RECOGNIZING AND REPORTING CHILD ABUSE**

[Excerpts from materials published by the Pennsylvania Department of Public Welfare]

Protecting our children is the responsibility of us all. But certain professionals, due to their contact with children, have special responsibilities. These people are called mandated reporters and are of critical importance to the child abuse prevention effort. Mandated reporters consistently have provided the most accurate and reliable information on abused and neglected children.

Mandated reporters are required by law to report suspected child abuse immediately to Pennsylvania's Child Line based on their medical or professional training or other experience. They also must make a written follow-up report to the investigating County Children and Youth Agency within 48 hours. Mandated reporters who make a report in good faith have immunity from civil and criminal liability that might otherwise result from their actions.

#### **Mandated reporters include:**

- Health care professionals
- Law enforcement officials
- Social services professionals

- Educational professionals including teachers, principals, school nurses, school administrators and counselors
- Anyone who as part of his or her job has contact with children

**When referrals will be made:**

Referrals will be made to local law enforcement officials when:

- Sexual abuse, sexual exploitation, or serious bodily injury are caused by persons—whether they are related to the child or not.
- Serious physical injury is caused involving extensive and severe bruising, burns, broken bones, lacerations, internal bleeding, shaken baby syndrome or choking, or an injury that significantly impairs a child’s physical functioning, either temporarily or permanently.

**What mandated reporters are entitled to know after reporting abuse:**

- Findings of the investigation.
- Services provided to protect the child.

**COMPUTER USE POLICY**

The French International School of Philadelphia Computer Center maintains a connection to a global network of computers, the Internet, which may be used by adult members of the School community, as well as students under their teacher's supervision. Through the Internet, they have access to a powerful means of finding, managing, and creating information, including:

- information and news from research institutions and commercial providers
- communication by electronic mail or direct link with people throughout the world;
- software held in the public domain or as shareware.

We extend access to this powerful tool on condition that members of our community use the school Internet connections in a responsible manner and only for school-related purposes.

Examples of irresponsible conduct include, but are not limited to:

- allowing an unauthorized user access to the School's network
- transmitting (sending or receiving) threatening, harassing, or obscene material through the School's network
- tampering with files or other information created by another user
- copyright infringement
- attempting to log on as anyone else
- attempting to harm or destroy data or equipment (using viruses and other forms of vandalism;)
- using the School’s account for commercial activities, advertising, mass mailings, chain letters, or other abuses of e-mail

- using the School's Internet connection for any activity that violates school, local, state, or federal law.

The user and email accounts that are issued to members of the school community are not private accounts. School administrators have the right to view, delete, or alter information, e-mail, data stored on or sent within the School computer system. The Head of School may deny access to anyone who makes inappropriate use our frenchschoolphila.org account and computer equipment. Such inappropriate use may also lead to other disciplinary action including notifying the proper authorities.

Members of our community shall not utilize the school computer equipment and Internet connection for personal use and have the responsibility to:

- use their account to support education and research, consistent with the mission of our school
- document all materials used in academic projects, crediting the author where listed and citing the address (URL)
- observe all federal and state laws and regulations
- adhere to the standards of good behavior on a network, called “netiquette” which include but are not limited to the following:
  - not revealing their personal address, phone number or those of others
  - being considerate and polite
  - using only appropriate language
  - noting that electronic communications are no more secure than a postcard.

Accessing or communicating any material of a sexual nature will be deemed inappropriate unless such material is being used in connection with an education project or purpose for which the user has obtained prior written permission from the Head of School.

### **CELL PHONE USAGE**

Any student with a cell phone must keep it in his/her backpack turned off during school hours.

### **FRENCH RESOURCE CENTER**

#### **Lower and Upper**

Classes visits the resource center and our students check out books or DVD’s which they should enjoy and return the following week. Students will be allowed to check out more books when they have returned the books they previously checked out.

When books are not returned when due, the teachers will send you a reminder which will be followed by a notice requesting a replacement fee if the books are missing. Damaged books will also need to be replaced.

### **BIRTHDAY BOOK**

In honor of your child's birthday you are invited to donate a French book to our resource center and the child will receive a certificate of appreciation. This book will bear a plaque with your child's name.

### **BIRTHDAY INVITATIONS**

As we encourage inclusion of all classmates, you may ask your child's teacher to distribute birthday invitations if the whole class is invited. If not, please send the invitations from your home.

### **FIELD TRIPS**

During the academic year, each class will go on field trips, which will be appropriately chosen to enhance the curriculum.

Teachers will ask for chaperones and will determine how many adults are needed. In order for parents to perform their duties as chaperones, younger siblings are not asked to participate. Duties include insuring safety of the students and helping them with lunch and snacks.

### **HOMEWORK**

Starting in first grade, homework is regularly assigned for the purpose of:

- 1) Practicing, reinforcing, and applying skills which have been introduced in the classroom;
- 2) Challenging students to explore new fields or to work more intensively in an area studied in the classroom;
- 3) Developing independence, self-reliance, and responsibility.

If you have questions regarding the purpose, amount, or content of an assignment, you should contact your child's teacher. Our students are taught to enter their assignments in a "cahier de textes" or "agenda", with which we encourage you to become familiar. You will need to monitor your child's homework by providing the time, space and daily routine necessary for good performance.

Homework for 20 minutes daily is customary for first graders, progressing to 1 hour or 1 1/4 hours for fifth graders.

In middle school, our students are expected to develop excellent organizational skills and further develop their independence with respect to homework. Typical homework load will vary between one and two hours per night.

You will be notified if your child does not turn in his or her assignments on time.

## **STUDY HALL**

After school, our students can enroll in study hall on Mondays, Tuesdays, Wednesdays, and Thursdays for students starting in grade one. Students may bring a snack from home which they eat during a 15-minute break at the end of the school day. They complete some of their weekly homework assignments under the supervision and guidance of one of our French teachers.

At the Lower School at 4:20 p.m., they may be picked up from school or brought to the childcare room.

To enroll your child in study hall, you will need to fill out a study hall registration form and return it to the office with your pre-payment.

Cost: \$17.00 per study hall period or \$16.00 if enrolled 4 days a week.

At the Upper School study hall takes place Monday, Tuesday and Thursday and concludes at 4:30 p.m.

## **AFTER-SCHOOL CLASSES**

During the course of the year a number of age appropriate after-school classes are offered at both campuses to our students such as theater, art, dance, soccer, puppetry and cooking. Schedules and offerings are updated three times per school year. Cost varies according to the class and is reflected in the sign-up on our website.

## **CHILDCARE**

We provide childcare for all students before and after school. To reach childcare from 4:00 p.m. to 6:00 p.m. please call 610/667-6619. (Direct number)

### Before school care:

We provide morning childcare from 7:30 a.m. to 8:00 a.m.

All students will stay in a designated classroom until 8:00 a.m. where they will play, read or socialize.

At 8:00 a.m., preschoolers will join their peers in the small playground while the older students will go to the big playground. At the Upper School the G6 to G8 students will go their class while the G4 and G5 students will stay in the MPR.

Cost for morning care at the lower school is \$9.25 per hour.

### After-school care:

After-school care takes place at the Lower School for students PK-8. Upper School students are transported to the Lower School by faculty.



Our program offers structure and flexibility.

Children are encouraged to make their own choices and take initiatives. After snack, which is prepared by and provided by the school, they will participate in structured activities, play with their friends or read a book. Physical activities take place outdoors or in the multipurpose room. Arts and crafts, board game and construction games are set up in different classrooms according to the age of the participants.

Students who attend study hall or an after-school class may attend childcare afterward.

Students are expected to follow the same rules during childcare that they apply during the school day and they are required to be with their childcare supervisor at all times. We provide afternoon childcare from 3:00 to 6:00 p.m. If you wish to enroll your child in after-school childcare, you will need to fill out a childcare sign-up sheet posted on the website.

If you anticipate needing child care sporadically or not making it on time for the dismissal pick-up, you can sign up for child care on a need basis. Cost: \$9.25 per hour.

#### Childcare on a drop-in basis:

If you made no prior arrangements for childcare and wish to use it on a drop-in basis, you will be charged a higher rate.

Cost: \$13.50 per hour.

#### Childcare payment:

The business office will bill you for the time your child(ren) has been in childcare. You will receive a bill quarterly if you are a light childcare user and monthly if your child attends regularly.

\*\*Continued enrollment in childcare is permitted only when payment of bills is up-to-date.

#### Late for pick-up:

At 3:15 p.m. at the Lower School and 3:30 p.m. at the Upper School, children who have not been picked up will be accompanied to the childcare program. You will need to pick up your child there if you are late and will be charged a last minute rate (\$13.50 per hour). After 6:00 p.m. you will be charged \$2 for each minute you are late. This penalty will be added to your after-school childcare bill.

### **MONTGOMERY COUNTY INTERMEDIATE UNIT**

Although our school is an independent school, it is entitled to receiving public services provided by the Montgomery County Intermediate Unit ("MCIU".) These services include the following:

- ☐ psychological evaluation
- ☐ speech screening and speech therapy if needed
- ☐ reading remedial instruction
- ☐ team building/conflict resolution

- school counseling.

They are all provided on our school premises for school-age-children.

**Psychological evaluation:**

When a student is experiencing difficulty at school, a conference is called by the teachers. If you have a concern, you should request a conference with the teachers, who will make recommendations and seek solutions with you. In most cases, communication between parents and teachers will take care of the problem.

If the problem persists, the educational team (teachers, program coordinator, head of school) and the parents meet together and discuss the problem, share information, make recommendations and establish an individualized educational plan. At that time, a psychological evaluation may be recommended by the school or requested by the parents. The purpose of such an evaluation is to identify the problem. The school will fill out an application to request that the MCIU psychologist who has been assigned to our school by the MCIU, make an evaluation and the parents will sign a parental permission slip authorizing the evaluation.

In addition or in lieu of this service, parents may elect to have their child tested by a private psychologist at their charge.

**Speech screening and therapy:**

If a child is experiencing speech difficulties, the school can contact the MCIU and request that a speech therapist come to EFIP to evaluate the problem. She/he will assess the difficulty and make recommendations. If the therapist recommends therapy, such service may be provided by the MCIU.

**Reading remedial instruction:**

This service is provided several times a week by the MCIU staff. Children receive services in small groups.

**School Counseling:**

Each week, a school counselor assigned to our school works with individual children, small groups and whole classes in a support role.

**EARLY CHILDHOOD INTERVENTION**

Preschool students may receive special services through their home school district. Parents must initiate the process directly.

**TRANSCRIPT/RECOMMENDATION REQUESTS**

In the event that your child will be applying to another school, please keep the following in mind:

All requests are to be given to Kathy Kotchick two weeks prior to the date, which the receiving school has indicated as a deadline.

With the exception of current eighth grade students, three requests may be made. After that, there will be a processing fee assessed.

### **TUITION PAYMENT**

Tuition should be paid promptly as determined by the enrollment agreement.

Collection of tuition and fees past due will be handled through emails, phone calls and meetings. Once a family is behind 90 days, the family will incur interest at a rate of 5% and will be officially informed that their child will not be allowed back after a natural break in the school calendar.

A re-enrollment agreement will not be issued for any family for whom there is an outstanding balance from the prior year.

## COMMUNICATION WITH PARENTS

### PARENTS' RESPONSIBILITIES

When enrolling your child, you are agreeing to support our mission at all times (as described in the handbook).

Any concerns or questions are to be addressed directly to the teachers and/or the administration in a professional, timely manner to ensure a quick resolution and continuation of success.

In order to ensure your children's well-being at school and good coordination between home and school, you need to:

- Pack a lunch or enroll your child in our hot lunch program.
- Pack a mid-morning snack (G1 to G8).
- Pack an afternoon snack (G1 to G8 when child attends an after-school class).
- Inform the office and the teacher of particular pick-up arrangements in writing.
- Discuss pick-up arrangements with your children each morning before you drop them off at school.
- Check your child(ren)'s agenda or lunch box (PK and K), or your email for messages from school and communicate with us to:
  - ✦ express a need for a conference
  - ✦ inform the school of a particular pick-up arrangement
  - ✦ explain an absence
  - ✦ respond to a request made by the teachers or the administration in the *Wednesday Note*, the agenda or through email.
- Follow your child(ren)'s progress, and monitor his or her homework (see homework section for more information).

### WEDNESDAY NOTES

The *Wednesday Note*, our weekly newsletter, is emailed to you along with the French and English teacher notes and a note from the Parents Association.

The purpose of these notes is to keep you informed about the school in general and about what is happening in your child's classroom in particular. It is crucial that you read them to be aware of all that is happening at school!

## **AGENDA/LUNCH BOX NOTES/EMAIL**

An Agenda is given to each child starting in first grade. Your child will carry it back and forth and your child's teacher will check it first thing in the morning.

When your child's teachers wish to communicate with you, they will write or put a note in the Agenda or send you an email. For instance if your child did not turn in his/her homework assignment or did not return his/her book to the library, you will receive a note in the Agenda or via email; please check everyday.

In preschool and kindergarten, instead of the Agenda, the teachers will send you notes via your child's lunchbox, backpack, or via email.

\*If there is a better way to communicate with you, please let your child's teacher know.

## **BACK-TO-SCHOOL NIGHT**

All parents are invited to a meeting called "Back-to-School Night". We will have a night for Upper and one for Lower School. This meeting takes place in September.

The "Back-to-School Night" is to provide you with a clear understanding of your child(ren)'s program of studies. Specialists, as well as classroom teachers are given the opportunity to briefly describe the curriculum, objectives and methods and to distribute their weekly schedule, a curriculum outline and homework schedule and expectations. Comments or questions on specific student progress are inappropriate on that day. You are urged to attend this very important evening designed to fully inform you of your child(ren)'s program for the year. This is an evening designed for adults only.

## **PARENT-TEACHER CONFERENCES**

### **On need-basis conferences**

If you have a question or a concern, you should speak to your child's teacher. Please email the teacher and make an appointment . A problem left unattended does not usually solve itself. If the problem persists, you should contact your child's program coordinator.

The school should be made aware of any problems at home, which may affect your child. Such information will, of course, be treated confidentially, but is necessary to help the teachers and the school be most effective with your child.

### **Scheduled conferences**

Individual Parent-Teacher conferences with both French and American teachers are scheduled in the Fall and Spring at both campuses. Childcare for our students will be provided during the time of the conference.

## **PROGRESS REPORTS**

Parents will receive a complete progress report with comments at the end of each of the two terms in January and June. In an effort to de-emphasize competition and stress individual achievement, PK to Grade 5 progress reports do not include grades.

### **INTERIM REPORTS**

Interim reports will be sent to parents as needed to signal any unusual changes, positive or negative, in the student's performance, or in lieu of the progress report in case of late admission.

### **INFORMATIONAL MEETINGS**

#### **For Prospective Parents**

During the year, the school holds several informational meetings for prospective parents who will be introduced to our program and who will meet a panel of school representatives.

All parents are encouraged to publicize these meetings among friends who may be interested in the school.

#### **Fifth grade parents**

Two meetings are planned each fall for fifth grade parents to learn about the Middle School.

#### **For kindergarten parents**

A meeting is planned at the end of the school year for parents of kindergarten students to learn about first grade expectations.

### **NEW PARENT ORIENTATION**

Each year, we hold an orientation to familiarize our new parents with our school procedures and to aid in a successful transition to our school.

## PARENTS' PARTICIPATION

From the time it opened its doors in September of 1991, our school has heavily relied on the generous contribution of its parent volunteers, without whom an independent school cannot reach excellence.

In return volunteering will help you and your child(ren) develop closer ties with the school community. You may participate in a variety of projects that are connected to our educational program.

If you are interested in activities with children, you can contact your child(ren)'s teachers to propose your participation in specific projects which can include:

- sharing your expertise as a nurse, dentist, archeologist, publisher, artist, etc... in connection with class projects
- sharing your cultural background or traditions with the class\*
- helping out with carpentry, cooking, planting, sewing, quilting, reading, etc
- chaperoning class field trips
- volunteering as a class parent helper
- helping out for a special project
- collecting and lending special items from home or your families
- sharing your knowledge and experience with the class (interviews, talks, lectures or correspondence).

\*To share your cultural background with a class, you may want to present it from a child's perspective. Children are usually interested in such topics as the games other children play, the foods they like, the books they read, the music they listen to, what their families look like and how they live. They enjoy engaging in new activities such as writing simple words using a different alphabet, making an object they can take home and show their parents.

Each project should be prepared with the teacher to define objectives, skills involved and means of implementation.

You may also participate in school activities by serving on or chairing Parents' Association committees. You are encouraged to attend Parents' Association meetings to learn more about these committees.

### **CLASSROOM PARENT HELPERS**

We need two or three classroom parents for each class. As a classroom parent, you will be responsible for assisting the classroom teachers in different ways; some examples are:

- \* class party preparation

- \* getting field trip chaperones
- \* arranging snacks (Thanksgiving, Mardi Gras for example)
- \* class projects activities which will be different according to each teacher's needs

\*Class parents are NOT responsible for bringing concerns of a group to the administration. Any and all concerns should be quickly brought to program coordinators and/or Head of School to insure quick resolution.

## **PARENTS ASSOCIATION**

The role of the Parents' Association is to support the mission of the school and to promote a spirit of community.

All parents are encouraged to attend the Parents Association meetings, which are for the most part working meetings. The dates are included in our yearly school calendar. These meetings take place at the school in English with French translation if needed. You are also highly encouraged to participate in the Parents' Association committees and activities, which are described below.

The Parents' Association officers, the President, Vice-President, Treasurer, and Secretary, elected officials of the Parents' Association are responsible for the organization of the Association. The President and the Vice-President are ex-officio members of our Board of Directors.

### **Welcoming committee**

This committee helps us welcome our new families to the school community by pairing new families with returning families during the summer. This eases the integration of our new families in the school community.

### **Fall Picnic**

Typically, two parents coordinate this event which is scheduled in September. This event facilitates social interaction within our school community and the integration of our new families and staff members in the fall.

### **French Resource Center support committee**

We always need a lot of help on this committee, which meets on a regular basis to work on card cataloging, covering books and putting them in circulation. Please contact Ms. Gripon if you wish to work on this committee.

### **Halloween Fair**

In celebration of this holiday, the Parents' Association organizes an afternoon of activities for families and friends of EFIP. It is a carnival atmosphere with games, crafts, prizes, and food—fun for the whole family. Children wear their costumes and you can help by setting up, cleaning up, or manning an activity for an hour or two.

### **Annual Giving campaign committee**



Every family is asked each year to make a voluntary contribution to the Annual Giving Campaign, which supports the operation of the school. Tuition payments do not cover the full cost of educating a student. Your tax-deductible contribution is, therefore, vital. Even a small gift is very important if we are to reach our goal of 100% participation among the families at the school. Outside foundations and corporations look carefully at the commitment of the school families when considering a donation. Please help in any way that you can, when you are called by a parent volunteer.

### **Martin Luther King day of service committee**

On the third Monday in January, our children participate with their teachers and over 100 volunteering parents in community service projects. All activities take place at our two campuses and end at noon. Projects vary yearly but typically include cooking for the homeless; making gifts for wheelchair-bound individuals; preparing "snack packs" for the families of critically ill children at the Children's Hospital of Philadelphia; preparing dried soup mix for poor families; making bird houses; preparing backpacks for children at a Haitian orphanage; and using microscopes to check local water samples.

### **Soirée committee**

Our Wine Tasting and Silent Auction constitutes the main fund-raising event organized by the Parents' Association, which benefits our educational program and draws interest from outside the school.

The Wine Tasting and the Silent Auction require the participation of all parents in a form or another. Your help is needed to secure items for the silent auction, to design, produce, and mail invitations, to handle public relations, and to plan and execute the event.

### **Parents' coffees**

The coffees are organized by parent volunteers, after morning drop-off. The dates are announced in the *Wednesday Note*. If you are interested in helping, please contact one of the Parents' Association officers.

### **Croissants sale**

Every Friday, at dismissal time, parents can buy croissants and other treats at the Lower School or have them delivered through their child/ren. Pre-orders may be placed on our school website.

### **GAPs**

The PA support the charity "Grands as Parents" by providing used clothing throughout the year, turkeys for Thanksgiving and holiday gifts through the "Giving Tree". We need volunteers to help collecting and delivering clothes and Thanksgiving items.

### **Art goes to school "AGTS"**

Art Goes to School is a volunteer program in the local school district, which aims to bring art appreciation and education to children through a portfolio of famous art work

which is presented to the children in class by parent volunteers. Educational sessions for the volunteers are held in the fall and in the spring. Volunteers teach classes PK4 through G8 using selected posters. We are looking for volunteers to participate in this very valuable program both for the children and the volunteers.

### **Teachers' appreciation luncheon**

On Parent/Teacher Conference day, a buffet-lunch is provided at the Lower and Upper School by the parents as a way of thanking the teachers and staff for their dedication to our children.

### **Used books sales**

French and English books, magazines, etc. are sold on Parent/Teacher Conference days.

### **Parents' night out**

An evening or two of fun planned for the children while their parents can enjoy a night out. Money raised will support MLK Day.

### **Giving tree**

In December, parents are invited to support the charities GAPs, National Fatherhood Initiative and Backpacks for Haiti. A tree with tags attached is displayed in the hall indicating which items are wished for (baby and children's gifts and school supplies).

## EMERGENCY PREPAREDNESS

Out of concern for the safety and welfare of your children and as required by state legislation we have developed an emergency plan that provides a response to all types of emergencies.

### PROTECTIVE ACTIONS

Depending on the circumstance of the emergency, we will use one of the following protective actions:

- **Immediate evacuation:** Students are evacuated to a safe area on the grounds of the facility.
- **In-place sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, our Lower School students will be taken to our relocation facility at Adath Israel Preschool located at Old Lancaster and North Highland Avenue in Bala Cynwyd or to our Upper School Campus. Our Upper School students will be relocated to our Lower School Campus.
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children.

### DRILLS

The school is making every effort to insure the safety of the children in the event of an emergency. Regular drills are conducted to instill proper reaction and emergency procedures are practiced.

On a regular basis, our students attend an assembly on the subject of fire safety.

### COMMUNICATION IN CASE OF AN EMERGENCY

#### **Weather emergencies (or emergencies tracked by the media)**

In extreme cases, which present a risk to our students and faculty, our school will close. If the bad weather conditions develop during the night, the decision will be made before the beginning of school. If they develop during the day, we will have an early dismissal.

The closing of the school will be communicated to you through ParentREACH (see below) and announced on KYW News Radio, NBC 10, CBS, FOX and ABC television and websites. In addition, information will be updated on our school website.

\*Two snow days are included in the school calendar. If they have not been used by April 1, the school year will be shortened by two days. If one has been used, it will be shortened by one day. If we close more than two days, these days are added on to the end of the school year. Before you make plans for summer, wait for Spring!

### **Emergency Notifications Service**

We may also have to close the school in the event of an emergency occurring **during the school day**. In order to be able to reach you quickly, we subscribe to ParentREACH, an Emergency Notification Service. We will conduct a test each Fall to make sure the service works as planned.

### **Recognizing the call on your caller ID**

You will recognize an informational call as coming from us by the displayed Caller ID: "411-411-4111." We ask you to answer the call live rather than to let your voicemail pick up the message.

### **Answering the call**

**Pick up the phone, say "hello" (or "bonjour") once and wait two seconds to hear our pre-recorded message.** After you have hung up, the system – which will have "heard" your live voice – will notify us that you received our message. If the system detects a busy line, it will call you back up to ten times at three-minute intervals.

### **E-mail messages**

Since we are using all the emergency contact information you have supplied to us on your emergency contact sheet (email and phone), you will receive several email and voice messages for the same emergency; you will not need to answer the email message.

If you have any questions or need to update your emergency contact information, please come to the office.

### **Emergency contacts forms**

In the case of an emergency, we may need to contact you during school hours or outside school hours. Please make sure you fill out and return your emergency contacts form to the office when due (July 31). You will also need to update the information on the form during the year if your information changes.

In January, you will be asked to review your emergency contact information.

### **EMERGENCY SUPPLIES**

We have reviewed our emergency response plan to include emergency supplies, which would keep your children safe and comfortable, should they need to remain at school for an extended period of time; they include bottled water and food.

Please remember to provide us with the following:

- ✦ medication your child would be taking if he/she were under your care
- ✦ updated emergency information
- ✦ complete change of clothes for pre-kindergarten children