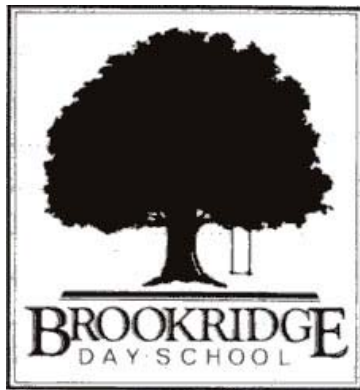


# PARENT HANDBOOK 2009-2010



9555 Hadley  
Overland Park, KS 66212  
913-649-2228

[www.brookridgedayschool.com](http://www.brookridgedayschool.com)

## Table of Contents

---

Mission Statement .....	3
Administration .....	3
Brookridge Day School .....	4
Hours of Operation .....	4
Application/Enrollment Requirements .....	5
Brookridge Staff .....	6
Classroom Management .....	7
Brookridge Curriculum .....	8
Assessment .....	10
Field Trips .....	10
Afternoon Activities .....	11
Optional Activities .....	11
Birthdays .....	12
Celebration Book Basket .....	12
Holidays .....	12
Enrollment Fee .....	13
Classroom Fee .....	13
Rates .....	13
Late Pickup Charge .....	14
Return Check Charge .....	14
Vacation Policy .....	14
Lunch Program .....	15
Health Form .....	15
Sick Children .....	16
Medication .....	16
Outside Play .....	17
Serious Injury Plan .....	17
Insurance .....	18
Student Files .....	18
School Year 2009-2010 .....	19
Spring Programs .....	19
Informal Days .....	19
Snow-Public School Cancelled .....	20
Parking Lot .....	20
Proper Clothing .....	21
Lost and Found .....	21
Conferences/Communication .....	21
Summer Program .....	22
Notes .....	22

## **We are Brookridge Day School**

Our mission is to shape an environment where the development of the whole child is nurtured; where parents, teachers, and families are strengthened; and where learning is cherished.

Our commitment is to model our mission in our daily behaviors.

This mission and commitment are built on our vision.

Our vision is to improve the universe: its people and its environment.

## **Administration**

**Barbara Brown**  
Principal, K – 3

**Diann Veith**  
Preschool Director

**Dr. Carol Savage**  
Owner

*Home phone numbers for the school administrators are available at the front office upon parent request.*

## **Brookridge Day School**

*“Serving children in the community three years of age through the third grade.”*

Brookridge is a locally owned and operated school founded in 1968 by Dr. Carol Savage. She received her Ph.D. in Elementary and Early Childhood Curriculum and Instruction from the University of Kansas.

Our Brookridge program emphasizes quality academics and includes before and after school care facilitated by teachers and qualified assistants.

## **Hours of Operation**

Brookridge is open for child care from 6:45 a.m. to 6:00 p.m. Monday through Friday year round, except major holidays. During the school year, academic classes will be in session according to the following schedule:

K – 3<sup>rd</sup> ..... 8:15 - 3:00  
Full-Time Preschool..... 8:30 - 11:30

Preschool and kindergarten parents are required to drop off and pick up their children in the designated classroom. Children in grades 1 – 3 may be dropped off at the back door at the S.E. corner of the building (96<sup>th</sup> St.) from 7:20 – 8:15 a.m. They will be greeted by a teacher and *must not exit the vehicle* until the teacher is in sight. This drop-off convenience is not offered on the first day of school, informal days, or snow days.

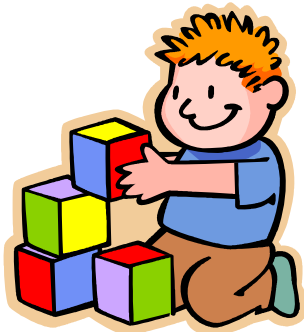
If children are on the playground at pick-up time, please let the teacher dismiss them to you through the gate.

## Application/Enrollment Requirements

Admission policies are nondiscriminatory with regard to race, color, religion, national origin, ancestry, or sex in accordance with Kansas Civil Rights Statute KSA 44-1009. Our enrollment/permission form must be completed in full with notarized signatures from both parents or legal guardians. Application/Enrollment and classroom fees must accompany your application in order to be assured of enrollment. Your child must have a **health form** completed and signed by a physician prior to attendance and must also meet school age requirements. In addition, a copy of your child's **birth certificate** is needed. Three-year-old children must be independent in their use of the bathroom and ready for the structure of a school program. Please do not jeopardize your child's self-esteem and enrollment status by letting him/her start school when there has not been six weeks of success in potty training.

### Age Requirements:

Preschool ..... 3 years old by August 31<sup>st</sup>  
Kindergarten..... 5 years old by August 31<sup>st</sup>  
Grade 1..... 6 years old by August 31<sup>st</sup>  
Grades 2-3 ..... successful completion of  
previous grade.



## Brookridge Staff

The Brookridge staff is represented by of the following:

- the Administrative Staff - our owner, principal, and preschool director, assisted by office personnel;
- the Elementary Faculty - degreed teachers who hold licensure with highly qualified status through the Kansas State Department of Education;
- the Preschool Faculty - degreed personnel who hold certification in Early Childhood Education;
- the Support Staff - personnel wishing to further their experience with children by working after school hours.

This staff represents a fine balance of education, experience, and love for children.



## Classroom Management

---

Each classroom at Brookridge has a set of simple, class-determined standards approved by the administration. These standards encourage self-respect, as well as respect for others and their property, and provide an environment for optimal learning and quality child care. Positive reinforcement is given for behavior that complies with these standards.

Problem behavior is managed in three ways. The first way is deprivation of a privilege directly related to the rule: if a child misuses the equipment, it may be taken away and the child redirected to a new activity. (A child will not be deprived of anything that falls into the area of basic needs, i.e. food, rest, opportunities for fresh air, etc.)

If redirection does not help the child regain self-control, the teacher may use a place of rest within the classroom. When the child is willing to use appropriate behavior, she/he may rejoin the group.

When the learning environment is disturbed, the teacher has the third option of getting help from another teacher or the office team. A child may be directed to another classroom to complete work assignments or to rest. A child may also be isolated in the office.

Brookridge Day School reserves the right to remove disruptive students from the classroom. Continual noncompliance with classroom standards will result in an “in-school” suspension of one day and notification of the parents. Repeated disruptive behavior will result in an “out-of-school” suspension. Such suspensions may result in disenrollment at any time. Brookridge reserves the right to judge the severity of non-compliance with the classroom’s predetermined standards.

## Brookridge Curriculum

---

All preschool children are exposed to music, art, and stories through group and independent activities. Emphasis is on developing a positive self-concept, refining gross and fine motor skills, enhancing language and social skills, and promoting reading and math readiness.

Our **three-year-old** curriculum is theme-based and springs from the needs, interests, and developmental levels of the children served. This structured learning environment is designed to enhance the children’s growth and development.

The **pre-kindergarten** program provides strong academic curricula. The Houghton Mifflin Pre-Kindergarten Core Curriculum, the Handwriting Without Tears Curriculum, and the Second Step Program make up the integral part of the morning. Working in partnership with our parents, the Second Step Program provides training in empathy, emotion management, and problem solving.

Our **full-day kindergarten** program emphasizes reading, writing, and mathematics. Students who are academically ready will be reading prior to the completion of the kindergarten year. Science, social studies, Spanish, music, art, physical education, and computer skills are also an integral part of the curriculum. A variety of opportunities for the development of social and motor skills round out the program. Emphasis is given to hands-on activities.



The **grade school** curricula at Brookridge are consistent with those of the surrounding public school districts. Emphasis is on reading, writing, and mathematics. Advancement and enrichment of the curriculum is implemented within the classroom when appropriate. Focus groups provide additional exposure to science, health, social studies, art, music, foreign language, computer skills, and physical education.

**The kindergarten through third grade classes** use the 2005 Houghton Mifflin Reading Series as an all-inclusive reading and language arts program. This series allows for small group instruction as well as whole group learning. It is enriched with the use of a variety of materials, including SRA Reading Kits, on-line computer programs, learning centers, research activities, and the SUCCESS Whole Language Program.

Our **kindergarten through third grade** mathematics curriculum is based on the Kansas State Math Standards which meet the National Math Standards. These standards are comprised of four categories including number sense and computation, algebra, geometry, and data. Our students master these standards through the support of the Houghton Mifflin Math Series and a wide variety of hands-on activities and games. It is our goal to provide real-life math experiences for our learners.

The Essential Curriculum, piloted through the Kauffman Foundation, is integrated throughout our **kindergarten through third grade**. This program emphasizes the principles of self-control, learning from one's mistakes, respect of rights, and taking responsibility. This program provides our students with valuable life skills training.

With class size somewhat smaller than those of public schools, Brookridge students most often excel academically and are confident leaders after graduating from our third grade. Few child care centers with educational programs meet the state's accreditation demands. Brookridge is fully accredited by the Kansas State Department of Education as well as licensed by the Kansas State Department of Health and Environment. We are also served by an educational diagnostic team provided by the Shawnee Mission School District.

## **Assessment**

---

A variety of authentic assessments including portfolios, cumulative tests, and routine reading check-ups, track students' academic growth. The Kansas State Assessment, and the Iowa Test of Basic Skills, are administered in the spring to all third grade students. These provide standardized test results of their academic achievement.

As an accredited elementary school, Brookridge is eligible for recognition at the state level every year. We have received the Governor's Achievement Award for academic excellence in math and reading for three consecutive years. As a Kansas School of Excellence, Brookridge ranks in the top 5% of all accredited elementary schools in the state.

## **Field Trips**

---

Children on field trips are supervised by Brookridge staff members. Due to insurance regulations and security, parents cannot transport their children to and from out-of-school activities. Children must depart from and return to the school, accompanied by Brookridge Staff.

Parents give their permission by signing our current activity form. **If a signed permission form is not in place the morning of a field trip, the child will not be allowed to attend.**

Field trip fees are not to be included in your regular tuition check. Separate payment is to be made to **Brookridge Activities**. Because arrangements and payment for field trips are made in advance, these funds cannot be refunded. Please note that field trips, unlike optional activities, are part of the school curriculum.

## Afternoon Activities

### Preschool 12:00-6:00 p.m.

After a well-balanced lunch followed by a rest period, the children's day continues with an afternoon of organized activities. Games, art, music, dramatic play, and optional extra activities are included. Time for snack and recess are also provided.

### Kindergarten – third grade 3:00-6:00 p.m.

During this period of the day, students participate in snack, recess, organized classroom games, art projects, and optional extra activities. In the second and third grades, the after-school program is enriched by clubs including reading, math, technology, and science.

## Optional Activities

Optional activities, offered at additional rates, include gymnastics and dancing for students. Tae Kwon Do is also an option for kindergarten through third grade students. Because arrangements and payment for optional activities are made in advance, activity funds cannot be refunded. Please return your activity form promptly as optional activities are filled on a first-come first-served basis and class sizes are limited.

## Birthdays

Birthdays may be celebrated at school. Advance notice should be given to the classroom teacher. Treats may consist of cookies, fruit, or ice cream treats, as the parent wishes. **Please be sure to inquire about any classroom food allergies and/or restrictions. (No nuts, please.)** Any out-of-school party invitations must be extended from home. We will be happy to provide you with an address/phone list at the office.



## Celebration Book Basket

A child may wish to celebrate a special occasion by donating a book to the school library. The book basket selections are in the front office at the cost of \$15. Once chosen, a book will display a recognition name plate inside the cover.

## Holidays

Brookridge celebrates Halloween, December holidays, Valentine's Day, and the end of the school year. Parents are asked to provide treats and favors. Halloween costumes are limited to nonviolent themes (no blood and weapons) and no masks (for safety reasons). December holidays are celebrated within a unit on family traditions.

## Enrollment Fee \_\_\_\_\_

All ages ..... \$50.00

## Classroom Fee \_\_\_\_\_

Preschool ..... \$90.00

Kindergarten – third ..... \$200.00

These annual fees are due at the time of enrollment.

No fees are refundable.

The classroom fee provides for expendable materials, (curriculum workbooks, etc.) as well as your child's school supplies. The only exception to this is that the children in their first year of full-time preschool are asked to provide two crib-size sheets and a beach towel or small blanket to be left at school. We do the laundry weekly and use bleach in the process. Therefore, please do not expect these to be returned at the end of the year. Only blankets will be returned at the end of the year.

## Rates \_\_\_\_\_

Preschool ..... \$195.00 weekly

Kindergarten ..... \$190.00 weekly

First through third grade ..... \$180.00 weekly

*A sibling discount of \$10 per week is offered.*

**Tuition is due each Monday.** Payments may be made by check or cash. A **late payment of \$10.00** will be added if tuition is not paid by 6:00 p.m. Tuesday of the current week. (Exception: See Vacation Policy) Withdrawal of enrollment after June 1, 2009, will require **two weeks paid tuition and written notice**, as stated on the notarized enrollment contract.

Any account two weeks past due jeopardizes your child's continued enrollment.

## Late Pickup Charge \_\_\_\_\_

Our hours of operation are from 6:45 a.m. to 6:00 p.m. Front doors will be locked for security purposes promptly at 6:00 p.m. A late charge after 6:00 p.m. is **\$5.00 every 5 minutes and/or any part of a 5 minute period.** The fee is paid directly to the staff member caring for your child. Thank you for respecting this policy.

## Return Check Charge \_\_\_\_\_

There is a \$25.00 charge for all returned checks. In case of a second returned check, all future payments must be in cash.

## Vacation Policy \_\_\_\_\_

**Kindergarten through third grade students** may claim the week of winter break and the week of spring break as vacation, allowing them two non-paying weeks each academic year.

For **preschool students**, one week of non-attendance may be used as vacation each academic year beginning in the child's **second year at Brookridge**.

A daily rate of \$60 per day for one or two days may be paid during those vacation weeks. Three days of attendance is considered a full week.

Please note that a "week" means a Monday through Friday period of time.

## Lunch Program

---

Payment for our lunch program is included in your tuition. Our menu is published each month in the parent newsletter. Children in grades K-3 or any age child with food allergies may bring a sack lunch. Vegetables, drink, and dessert will be provided. No drink, candy, or dessert may be included in a lunch from home.

A mid-morning and mid-afternoon snack is also provided.

## Health Form

---

A pre-entrance health assessment signed by a licensed physician or a nurse practitioner is required for each child enrolled. It must be dated within six months of the starting date and is due on or before the first day of school. Kindergarten students need two forms. Please consult the following chart for the necessary number of immunizations as required by state law.

	<u>3 yr.</u> <u>old</u>	<u>4 yr.</u> <u>old</u>	<u>5yr.</u> <u>old</u>	<u>over</u> <u>5 yrs.</u> <u>old</u>
DPT	4	4	5	5
Oral Polio3	3	3	4	4
Rubeola	1	1	2	2
Rubella	1	1	2	2
Mumps	1	1	2	2
Hepatitis B	3			



## Sick Children

---

Do not send your children to school with a temperature, with diarrhea or vomiting, and/or in a contagious state. If your child has been diagnosed as having a contagious illness, please advise the office. Children who have a fever should remain home until their temperature is normal **without** a fever-reducing medicine for a 24-hour period. Children must also be free from vomiting or diarrhea for 24 hours. If the illness prevents a child from participating comfortably in school activities or requires greater care than the staff can provide, **Brookridge reserves the right to send the child home from school.** When children become ill at school, we will isolate them and expect you to make arrangements to **pick them up within the hour.** Your enrollment form provides space to list others who may be called in case of illness or injury on a day you are unavailable by phone.

## Medication

---

All medication must be in the original container. It must be labeled with the child's name, dosage, and dosage intervals. A release form must be signed by the parent each time a new medication is given. Medication is distributed at lunch and 3:00 p.m. Please be sure to hand the medication to the person at the desk and never leave it in the classroom.



## Outside Play

---

It is important that children participate in fresh-air activities. If your child is restricted from outdoor play, a written note must be left with the classroom teacher.



## Serious Injury Plan

---

When a child is injured, the staff at Brookridge will evaluate the injury. When it is a minor injury, first aid will be applied and an accident form will be filled out and filed. Parents will be called when the injury involves the head and/or is likely to need monitoring.

If the injury is life-threatening, 911 will be called and parents will be contacted. A second staff member will check to ensure an open airway and control bleeding, comfort the patient and keep the patient calm.

If the child is transported, a senior staff member, with the child's file, will accompany the child to Shawnee Mission Medical Center. That person will remain with the child until a parent or parent's designee assumes responsibility for the child. An accident form will be filled out and filed.

## Insurance

---

All students are covered by supplemental accident insurance while participating in school activities. In general, this policy covers expenses remaining after the primary care insurance provider has made payments and/or adjustments.

## Student Files

---

A student file will be maintained on each child enrolled. An integral part of this file is the parents' personal data. Please keep us up to date on any name, address, or phone number changes. **This includes work numbers and details of mobile phone, voice mail, or paging systems.** An emergency plan must be in place for any given day when a parent cannot be reached by any of the above methods.



## School Year 2009-2010

The official school year will begin on Monday, August 10, 2009 and end on Thursday, May 27, 2010.

The school **will be closed** on the following days:

- School preparation – Thursday, August 6, 2009 and Friday, August 7, 2009
- Labor Day – Monday, September 7, 2009
- Parent/teacher Conferences – Friday, October 30, 2009
- Thanksgiving – Thursday, November 26, 2009 and Friday, November 27, 2009
- Winter Holiday closings–
  - Thursday, December 24, 2009, **close at 3:00 p.m.**
  - Friday, December 25, 2009
  - Friday, January 1, 2010
- Good Friday – April 2, 2010
- Summer Preparation – Friday, May 28, 2010
- Memorial Day – Monday, May 31, 2010

## Spring Programs

Spring Programs will be Sunday, May 2, 2010 for preschool, and Sunday, May 16, 2010 for grade school.

## Informal Days

Brookridge will be open during winter break and spring break for child care. Other informal days will include Martin Luther King Jr. Day and Presidents' Day. An official school term calendar for graders, kindergarten, and full-time preschool classes will be available at the beginning of the new school year.

## Snow-Public School Cancelled

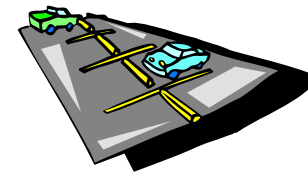
When the Shawnee Mission School District is closed due to inclement weather, Brookridge will be open for child care. Regular tuition payment policies are in effect during extreme weather.

## Parking Lot

We request your cooperation in helping us with the safety of our students.

- When you bring your children to school or come to pick them up, please do not pull up along the flagpole curb. Leave your car in the designated parking slots. **Never leave your car engine running.**
- Please move through the lot slowly and only in the direction of the painted arrows.
- The circle drive is for parents who must carry a younger child or a heavy load into the building with their school child. Never turn left out of the circle drive.
- Please teach your child to use the sidewalk adjacent to the playground for the safest approach to your vehicle. Never walk behind the parked cars at the east end where the sidewalk is available. Only cross the parking lot at the designated crosswalk.

We cannot stress enough how important the use of caution is for the safety of your children and pedestrian traffic.



## Proper Clothing \_\_\_\_\_

Students will be participating in messy art projects and spending time on the playground. Please dress your children in comfortable play clothes in the summer months and warm clothes during the winter, always with good sturdy shoes. Hats, mittens, and slacks are considered proper winter attire. Our policy is that students will go outside year round unless it is snowing or raining at recess time or is exceptionally cold or hot. All removable clothing should be labeled with your child's name.

## Lost and Found \_\_\_\_\_

Please routinely check our lost and found box in the front hallway for articles of clothing that might belong to your child. Any usable items will be donated to charity quarterly.

## Conferences/Communication \_\_\_\_\_

Back to School Parent Information Night will be taking place early in the school year for all parents or legal guardians. **The entire school will be closed on Friday, October 30, 2009, for parent/teacher conferences.** Quarterly reports will be issued for all students.

Please refer to the classroom information board and journal for a quick reference on the day's activities. A weekly classroom newsletter and the monthly school newsletter is informative and **very important for you to read.**

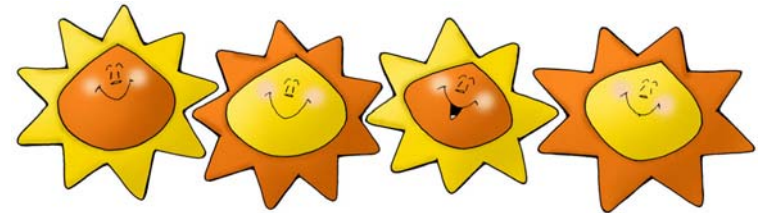
For any concerns you may have, please contact one of the school administrators.

## Summer Program \_\_\_\_\_

Our summer program is in place during the ten weeks of non-academic time. Information and enrollment will be available in mid-March.

This summer program offers many opportunities for fun and is under the direction of our teachers and qualified assistants.

School will be **closed** on Monday, May 31, 2010. Summer Session will begin on Tuesday, June 1, 2010.



## Notes \_\_\_\_\_