



PARENT HANDBOOK

2013-2014

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www.brookridgedayschool.com

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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

Rod Savage

President, Owner

Barbara Brown

Principal, K – 3

Diann Veith

Preschool Director

Dr. Carol Savage

Founder & Board Member

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 – 3rd 8:15 - 3:00
Full-Time Preschool..... 8:30 - 11:30

Drop Off and Pick Up_____

When dropping off or picking up your elementary age child during the academic hours, 8:15-3:00, please stop at the front desk and office staff will escort your child to or from the classroom.

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 (96th 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. For security purposes, we ask that parents not enter the playground.

Written notice is required when someone other than the legal guardian is picking up your child. Photo ID is required from the person picking up. You may leave a labeled car seat in our front foyer.

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 contract must be completed, in full, with notarized signatures from both parents or legal guardians. Enrollment and classroom fees must accompany your contract in order to be assured of enrollment. Your child must have a **health form** *completed and signed by a physician within six months prior to the first day of school*. In addition, a copy of your child's **birth certificate** is required which shows proof of age.

Preschool:

Preschoolers must be three years old by August 31st. They 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.

Kindergarten through third grade:

Kindergarten five years old by August 31st

Grade 1..... six years old by August 31st

Academic Requirements:

- Successful completion of previous grade
- Mastery of the Kansas State Standards for previous grade
- Mastery of Brookridge Day School's academic standards for the previous grade

Behavioral Requirements:

- Compliance with Brookridge Day School's behavioral standards and expectations.
- Continual noncompliance with Brookridge Day School's behavioral standards and expectations will jeopardize a student's re-enrollment or current enrollment.

Enrollment Fee _____

All ages \$60.00

Classroom Fee _____

The classroom fee provides for expendable materials, (curricula workbooks, etc.) as well as your child's school supplies.

Preschool \$130.00

Children in full-time preschool are asked each year to provide two crib-size sheets and a beach towel or small blanket to be left at school for use during naptime. Only blankets will be returned at the end of the year as the sheets are worn from bleaching.

Kindergarten – third \$230.00

These annual fees are due at the time of enrollment, and are non-refundable.

Rates _____

Preschool \$215.00 weekly

Kindergarten \$207.00 weekly

First through third grade \$197.00 weekly

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

Tuition is due each Monday. Payments should be made through *Tuition Express*. A **late payment of \$25.00** will be added if tuition is not paid by 6:00 p.m. Tuesday of the current week. Any account two weeks past due jeopardizes your child's continued enrollment.

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 made in cash. A cash receipt will be provided.

Vacation Policy

Preschool children receive *no non-paying vacation weeks* during the academic school year regardless of attendance. If vacation weeks are taken, payment is still required.

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, non-attending weeks each academic year.

A rate of \$60 per day for one or two days of attendance will be assessed during those vacation weeks. Three days of attendance is considered a full week with full payment required.

*Please note that a “week” means a Monday through Friday period of time.

Withdrawal Policy

- Withdrawal requires written notice.
- After July 16, 2013, *four weeks written notice* is required. Tuition payment must be met for any of the four weeks that fall into the new academic year, after August 13, 2013.
- Withdrawal *after* August 13, 2013 requires written notice and four weeks paid tuition regardless of attendance.

Vacation weeks cannot be used to meet the withdrawal payment requirements.

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 school at the time of pick up. Thank you for respecting this policy.

Brookridge Staff

The Brookridge staff is represented by the following:

- Administrative Staff – Rod Savage, President and owner, Dr. Carol Savage, Founder and Board Member; Barbara Brown, Principal, and Diann Veith, Preschool Director, assisted by office personnel;
- Elementary Faculty - Degreed teachers who hold licensure with highly-qualified status through the Kansas State Department of Education;
- Preschool Faculty - Degreed personnel who hold certification in Early Childhood Education or an education-related degree;
- Support Staff – Degreed personnel who teach our music, art, physical education and Spanish classes during the academic day, as well as supervising after school recreation;
- Junior Staff - Personnel wishing to further their experience with children by working after school hours. Many of our junior staff are graduates of Brookridge.

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. They 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 redirection. If a child's behavior is inappropriate, the teacher will redirect him/her 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 quiet place or thinking spot within the classroom. When the child is willing to use appropriate behavior, she/he may rejoin the group.

When the learning environment is disrupted, the teacher has the third option of getting help from the office team. A child may also be isolated in the office. Once a child has regained his self-control, he may remain in the office to complete work assignments or return to the classroom.

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 to 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 Curricula

Preschool

All preschool children are exposed to music, art, and literature 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. *Handwriting Without Tears* is introduced to teach the alphabet and formation of letters and numbers.

The **pre-kindergarten** program provides strong academic curricula: *The Houghton Mifflin Pre-Kindergarten Core Curriculum*, the *Handwriting Without Tears* curriculum, and the *Six Pillars of Character Development* program. Working in partnership with our parents, the Character Development Program provides training in empathy, emotion management, and problem solving. Computer use is introduced in the four-year-old program for the purpose of reinforcement of academics.

Kindergarten through Third Grade

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 curricula. 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 curricula 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 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 on-line computer programs, learning centers, and research activities.

Our **kindergarten through third grade** mathematics curriculum is based on the Kansas Common Core Math Standards. These standards are comprised of:

- Counting and cardinality
- Operations and algebraic thinking
- Number and operations in Base Ten
- Measurement and data
- Geometry

Our students master these standards with 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.

Brookridge students most often excel academically and are confident leaders after graduating from our third grade. Few educational programs that include childcare meet the states' 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

Preschool

Each student is assessed at the beginning of the new academic year so that a baseline may be established. Assessments are based on gross and fine motor, speech and language, and cognitive development. Progress reports are issued quarterly.

Kindergarten through Third Grade

All students are assessed at the beginning of the academic term to establish a baseline of their academic skills. A variety of authentic assessments, including teacher observations, are used throughout each quarter to track student's academic growth. Performance Based Reporting Cards are issued to parents on a quarterly basis.

The Kansas State Assessment is administered to all third grade students in April each year. This assessment provides standardized test results of academic achievement in reading and mathematics. Brookridge is recognized each year as a Kansas School of Excellence based on our outstanding assessment results.

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/or 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.**

Please note that field trips are part of the academic day. Because payments for the field trips are made in advance, these fees cannot be refunded.

Preschool:

For Pre-kindergarten age children, the K.D.H.E. Parental Permission Form for off-premise trips must be signed as well. The three-year-old field trips all take place at the school or church.

Optional Activities

Optional activities are offered in the afternoons at additional cost. *Please return your monthly activity form promptly as optional activities are filled on a first-come, first-served basis and class sizes are limited.*

Preschool:

Gymnastics, Creative Movement, Tap and Ballet classes are available.

Kindergarten:

Tae Kwon Do, Ballet and Tap classes are available.

First through third grade:

Chess Club, Tae Kwon Do, Ballet, and Tap classes are available.

Field trip and optional activity fees are *not* to be included in your regular tuition payment. Separate payment is to be made to **Brookridge Activities**. Because payment for optional activities is made in advance, these fees cannot be refunded.

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. Snack and recess are also provided.

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

During this period of the day, an afternoon snack is provided. Students participate in 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.

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.

Per Brookridge policy, any change to the enrollment form pertaining to persons allowed to pick up your child must be approved by all contract signers.

Birthdays

Birthdays may be celebrated at school. Advance notice should be given to the classroom teacher. Treats need to be ready to serve. **Please be sure to inquire about any classroom food allergies and/or restrictions. Do not bring nuts of any kind or in any form.**

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.

Holidays

Brookridge celebrates Halloween, December holidays, Valentine's Day, and the end of the school year.

Parents are asked to provide treats and favors. **Please be sure to inquire about any classroom food allergies and/or restrictions. No nuts of any kind.**

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.

Food Allergies

All food allergies must be documented by your child's doctor. We ask for a copy of the allergy action plan along with an EpiPen, if prescribed. Children with life-threatening allergies must bring snacks, treats for birthday celebrations and lunch from home.

"We are a peanut-aware school". Brookridge does not serve peanut butter or nuts in the classrooms or lunchroom. We do the utmost possible to protect our students who have allergies.

Children will be sent home for observation, if we suspect contact with their allergen.

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 may bring a sack lunch. Preschool children with documented food allergies may bring a sack lunch. We will provide raw vegetables, fruit and drink. A vegetarian option is available for children with food restrictions. Please remember, the kitchen staff is not able to prepare individual meals and cannot heat or refrigerate any part of a sack lunch.

Mid-morning and mid-afternoon snacks are also provided. Fresh fruit, cheese, yogurt are just some of the snacks provided. One hundred percent juice is also offered as well as water.

At Brookridge Day School we offer an expression of thanks to "God the Father" before eating snacks and lunch. Participation is optional.

Parent/Child Lunch

Due to the limited space in our lunchroom, we suggest a lunch together off campus during your child's lunch and recess time.

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 before or on the child's first day of school.*

Preschool students need a yellow Kansas Health Assessment Form.

Kindergarten students need two forms, green Kansas Certificate of Immunizations (KCI) and white Kansas Health History form.

Please consult the following chart for the necessary number of immunizations as required by state law.

	3 yr. <u>old</u>	4 yr. <u>old</u>	5yr. <u>old</u>	Over <u>5 yr.</u>
DTaP	4	4	5	5
Polio	3	3	4	4
MMR	1	1	2	2
Hepatitis B	3	3	3	3
Varicella	1	1	2	2
Hepatitis A	2	2	2	2
PVC7	4	4	4	4
HIB	3	4	4	4

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** fever-reducing medication for a **24-hour period**. Children must also be free from vomiting or diarrhea for **24 hours**. This is a Kansas State Health Department regulation.

Brookridge reserves the right to send a child home from school when the illness prevents him/her from participating. 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 and kept in the school office. A release form must be signed by the parent each time a new medication is given. We must have *in writing*, name of medication, dosage and times to be given. Medication is distributed in the morning and afternoon, as needed.

If your child has been diagnosed with asthma, please give the office a copy of his/her asthma action plan from the doctor. Brookridge has nebulizers available for use when needed. We ask that you bring in the child's tubing, mask and medicine chamber in a bag labeled with his/her name.

Please be sure to hand the medication to the person at the front desk and never leave it in the classroom or a child's back pack, as this is a Kansas State Health Department regulation.

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. All classrooms include a “stay in” sign-up board for your convenience.

Children do not go outside for recess if the heat index is above 95 degrees or if the wind chill is below 25 degrees.

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 serious and/or 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 child and keep him/her calm.

If the child is transported, a senior staff member will accompany him/her to Shawnee Mission Medical Center, taking along the child’s file. 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. *Please make sure that your child’s file is up-to-date with emergency contact numbers, medications and quantities prescribed.*

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.

School Year 2013-2014

The official school year will begin on **Tuesday**, August 13, 2013 and end on Thursday, May 29th, 2014.

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

- School preparation – Thursday, August 8, Friday, August 9, and Monday, August 12, 2013.
- Labor Day – Monday, September 2, 2013
- Parent/teacher Conferences – Friday, October 25, 2013.
- Thanksgiving – Thursday, November 28, 2013 and Friday, November 29, 2013
- Winter Holiday closings–
 - Wednesday, December 25, 2013
 - Wednesday, January 1, 2014
- Good Friday – April 18, 2014
- Memorial Day – Monday, May 26, 2014
- Summer Preparation – Friday, May 30, 2014

Informal Days

Brookridge will be open during winter break, (December 20th, 23rd, 24th, 26th, 27th, 30th, and 31st), and spring break (March 17th – 21st) for child care. Other informal days include Martin Luther King Jr. Day, and Presidents' Day. An official school term calendar will be available at the beginning of the 2013-2014 school year.

Snow Days _____

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. Brookridge Day School reserves the right to close in extreme cases. In the event that it should be necessary to close, it will be announced on KCMO 710 AM or 103.7 FM radio and KCTV 5 television channel. Listen and/or watch for Brookridge Day School by name.

Conferences/Communication ____

Back to School Parent Information Night will be scheduled early in the school year for all parents or legal guardians. **The entire school will be closed on Friday, October 26, 2013, for parent/teacher conferences.** Quarterly reports will be issued for all students.

Please refer to the classroom information board and matrix for a quick reference on the day's activities. A weekly classroom newsletter and the monthly school newsletter, which is always available online, are informative and **very important for you to read.**

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

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 (Overland Park law)**.
- 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 and from 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.

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. Academic reinforcement and review continues daily.

Brookridge's summer session will begin on Monday, June 2, 2014 and will end on Wednesday, August 6, 2014.