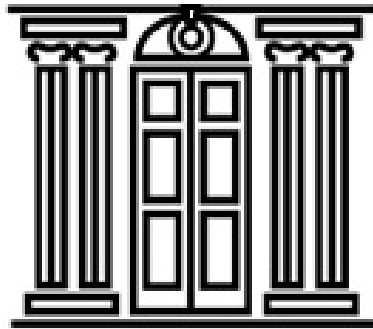


CHILDREN'S SCHOOL HANDBOOK
OF
THE COLORADO SPRINGS SCHOOL

2011-2012



LAST UPDATED: AUGUST 16, 2011

MISSION

Through superior academics and mentoring,
The Colorado Springs School
prepares students to think independently
and to meet the needs of a dynamic world
with leadership, ingenuity,
problem-solving skills,
and personal integrity.

(Adopted by the Board of Trustees May 15, 2006.)

The Colorado Springs School
21 Broadmoor Avenue
Colorado Springs, CO 80906
Phone: (719) 475-9747
Fax: (719) 475-9864
Internet: www.css.org

GENERAL INFORMATION

School Hours

PreKindergarten

Monday, Wednesday, Friday – 8:00 a.m. to 12:00 noon (half day)

Monday, Wednesday, Friday – 8:00 a.m. to 3:15 p.m. (full day)

Monday thru Friday – 8:00 a.m. to 12:00 noon (half day)

Monday thru Friday – 8:00 a.m. to 3:15 p.m. (full day)

Grades K-5

8:00 a.m.-3:15 p.m.

Children may arrive ten minutes before their classes begin; however, children who arrive earlier will be placed in Extended Care until 7:50 a.m. when they may enter their classrooms. Parents are asked to pick up their children promptly at 3:15 p.m. Older students walking home must leave campus promptly. Our supervision ends at 3:30 p.m. unless children are enrolled in Extended Care or New Horizons activities. Children who have not been picked up by 3:30 p.m. will be taken to Dr. Nelson's office. You will be charged \$6.00 for every fifteen minutes a child remains.

Arrival and Dismissal Procedures for PreK

A parent or other designated adult must park in the designated parking areas, walk their PreKindergartner to class and sign the child in. An identical procedure is necessary to sign the child out at dismissal. These forms are checked at the end of the day to ensure all children have been picked up. Fire Lanes (in front of the Early Childhood Center) must be kept available for emergency vehicles to pass through, if necessary.

Arrival and Dismissal Procedures for K – 5

The map of the campus indicates driving patterns and limited parking areas. Please form a single line to the right in the area designated for drop off and pick up. Please stay in your car; a greeter will open and close your car door at arrival and dismissal. For safety reasons, students must not be dropped off in the parking lot.

In order to make our dismissal more orderly and safe, we ask for your help by following these guidelines. At 3:12 p.m., all students in grades K-5 will be dismissed from their classrooms. Unless you need to meet with the teacher, we encourage you to stay in your car and pick up your students from the carpool line. As you know, parking around the Children's School is very limited! If you walk to meet your child, please use internal paths and do not walk in the driveway. You may meet him/her at the inside classroom door, and we will dismiss your child directly to your care. We cannot dismiss any children to "the quad," Trianon, library, or an older sibling under the age of 15. Dismissal begins at 3:12 p.m., and at 3:30 p.m., any students remaining will be taken to Dr. Nelson's office, and the family will be charged \$6.00.

At dismissal, Kindergarten and 1st grade students proceed to their pick-up spot outside of the ECC. Older Children's School students with carpool members in Kindergarten or 1st grade will join their younger siblings there. Teachers will assist children into cars which will be in the right-hand lane entering from the south on Hunter's Lane. Please stay in line and proceed carefully. Once your students are in your car, please cautiously merge into the left-hand lane for exit.

In the CAC building, grades 2 and 5 will gather for dismissal in the 5th grade classroom. Grades 3 and 4 will gather in the 4th grade classroom. Cars should enter the driveway in the left-hand lane and proceed to the Pause.... sign at the ECC to allow traffic to merge at that point. Please proceed cautiously in single file to the CAC where teachers will assist students into your car, then

drive slowly and merge left to use the exit. Again, it will help us if you stay in your cars to pick up students. If you have a need to come into the building, please park in the lot on the east side of the Children's Academic Center.

Transportation

Parents are responsible for arranging transportation for their children to and from school. Students must have written permission to walk home or ride their bicycles. Bicycles brought to school must have a sturdy lock and must be parked at the bike rack on the east side of either building for the entire school day.

If you wish to form a car pool, please respond to the Ride Finders form in the summer mailing.

CSS bus transportation is available for students in Kindergarten through 12th grade at an extra cost. Pick-up and drop-off sites are determined by the location of families interested in this service. A separate bus information and sign-up sheet provides specific details. The school bus departs campus at 3:25 p.m. Mondays through Fridays. Children riding the school bus are expected to be well mannered. They should remain seated at all times and are encouraged to read or engage in quiet conversation. Any signs of misconduct should immediately be reported to the Head of Children's School or the Grounds and Transportation Supervisor.

Attendance and Absence

The school expects regular and prompt attendance by all students except for an emergency or health reasons. Absences and tardies will be recorded on a child's progress report for Kindergarten through 5th grade.

If your child is ill, please call the Children's School Secretary before 9:00 a.m. Although we want the children to be in school as much as possible, children with contagious diseases or limited stamina should remain at home.

The Colorado Springs School has ample vacation time during the school year and meaningful learning experiences every day. We discourage families from taking any additional time away from school other than our designated breaks.

While we recognize that there are valuable educational experiences your children can enjoy outside of the classroom, our program is not designed with materials that can be packed up for a trip. If exceptions are unavoidable, special absence arrangements can be made as follows:

Pre-arranged absences: Parents or guardians who wish to request approval for an excused absence for their child(ren) for an extended period need to make arrangements through the Head of Children's School at least one week before an excused absence. No special homework arrangements will be made; assignments with due dates during the absence will be accepted upon the student's return.

Tardies

Grades PreKindergarten through 5 begin promptly at 8:00 a.m., and morning meetings occur and/or morning work is assigned at that time. Children who arrive after 8:00 a.m. are considered tardy and miss important assignments and announcements, which makes them feel uninformed. If a child arrives late, the parent needs to sign the child in at the school office in the Early Childhood Center. The parent will then be instructed where to take the child. If children (3rd-5th grades) do not finish their morning work, they will stay in from recess to complete it.

Extended Care Program

For an additional charge, we offer Extended Care for families needing a program providing regular supervision. Extended Care is offered from 7:30-7:50 a.m. in the Early Childhood Center for families who need to drop off their children prior to 7:50 a.m. Children in grades Kindergarten through 5 can be in the Extended Care Program from 3:15-5:30 p.m. or from 4:30-5:30 p.m. if participating in the New Horizons program. If a child is still at the center at 5:30 p.m. and a parent has not called, a staff member will remain with the child while attempting to contact parents/guardians at all available numbers, and the family will be charged \$1.00 per minute after 5:30 p.m. Other persons authorized to pick up the child will also be called, and the Early Childhood Director will be notified. If we are unable to reach a parent or emergency contact listed, the Head of Children's School will be informed, and she will determine when Social Services will be notified. Excessive late pick-ups will result in Extended Care being withdrawn.

A drop-in service can be used provided space is available. When this drop-in service is necessary, please contact the Children's School Secretary to ask about space availability. Fees for this service are determined by the number of days per week a child attends, and registration information is included in the Opening of School packet.

Notification of After-School Plans

The completed Weekday Dismissal form included in the registration packet provides the school with a schedule of your child's regular after-school activities so that we can be sure s/he arrives at the correct destination. Please notify the school if there is any change in your child's usual after-school plans. We must have a note from a parent if your child is to go to the home of a school friend. We will not permit children to use the telephone after school to make last-minute arrangements except in emergencies.

New Horizons

New Horizons is an after-school enrichment program offering a wide variety of classes for children in grades 1 through 5. Classes are offered to Kindergarten students starting second semester. The classes are designed to give children an additional opportunity to explore areas of interest as well as stimulate their learning in new fields. Classes are taught once a week by CSS faculty and are offered Monday through Thursday from 3:30-4:30 p.m. for most of the school year. Each class involves an extra fee to the student, and selections change twice a year. Registration is done online. Details concerning this program will be found in the New Horizons brochure, and the *Courier* (the Children's School newsletter) will supply additional information throughout the year.

Conference Day Camps

On days when Parent Conferences are held, we offer day camps for children in Kindergarten through 5th grade which run from 9:00 a.m. to 3:00 p.m. Each day has a different theme, and children may sign up for one or both days. The cost is \$50.00 per child, and reservations are required.

Friday Night Out

Friday Night Out is a program for children in Kindergarten through grade 5 that is offered one evening a month during the school year from 5:30-9:30 p.m. so that parents may enjoy an evening out while children have fun at CSS. Each month features dinner (unless specified) and an enriching activity, such as golfing, bowling, swimming, or movies and games. The cost is \$45.00 per child and \$40.00 per each sibling. For more information, contact the Enrichment

Children's School Parent Handbook – 2011-2012

Coordinator, Lori de Juan (formerly Ms. Moore) at ldejuan@css.org. Registration is required, and forms will be sent home each month.

Friday Night Out will be offered on the following dates for the 2011-12 school year: September 23, October 28, November 11, December 9, (no January event) February 10, and April 13.

Vacation Day Camps

Winter Camp is an opportunity for children to experience unique activities and create lasting holiday memories. Camps will be held December 19-23, 2011, during which time, the children will be busy with open gym, field trips, computer projects, crafts, and various other meaningful and fun activities. Camps are for children enrolled in Kindergarten through 5th grade, and camp hours are from 9:00 a.m. to 3:00 p.m., with Extended Care available from 8:00-9:00 a.m. and 3:00-5:30 p.m. Choose the days that work with your schedule, or attend all of them. Registration is required, and forms will be sent home in Friday Folders six weeks prior to the beginning of camp.

Spring into fun at this camp from March 26-30, 2012. Children in Kindergarten through 5th grade can enjoy a week of activities, such as a carnival, a movie, rock climbing, making our own videos, and slimy science projects. Choose the days that work with your schedule or attend all of them. Camps run from 9:00 a.m. to 3:00 p.m., with Extended Care available from 8:00-9:00 a.m. and 3:00-5:30 p.m. Registration is required, and forms will be sent home in Friday Folders six weeks prior to the beginning of camp. For more information on these camps, please contact the Camp Coordinator, Lori deJuan (formerly Ms. Moore), at ldejuan@css.org.

Summer Programs

Our summer program is offered to CSS students entering PreK through grade 12. The camps offer a variety of activities and field trips, each having a theme where children explore, create, and learn about different subjects. Camps are either one or two weeks long. Early Childhood Camps are offered 9:00 a.m. - 1:00 p.m., and camps for 1st - 5th grade are 9:00 a.m. - 3:00 p.m. A brochure, including camp descriptions and fees, will be available in early spring. Please note this program is also offered to non-CSS students.

Athletics

After-school competitive sports begin in 5th grade. We offer boys' soccer and girls' volleyball in the fall, boys' and girls' basketball in the winter, and boys' lacrosse and girls' soccer in the spring. Please check the CSS website, www.css.org, and click on the Athletics link for detailed information.

If you are interested in your child participating, have questions, or want to sign your child up to play, contact Rick Risk, Athletic Director, at 434-3580

Emergency Closing of School

If a winter storm or other emergency should prevent The Colorado Springs School from opening, stations KRDO (1240 AM, 95.1 FM or TV Channel 13), KKTU (Channel 11) and KOAA (Channel 5/30) will make the announcement. This information is available on the CSS website (css.org), as well as our main phone number, 475-9747. If the forecast is unpredictable, we may initially announce a delayed opening. If conditions worsen or do not improve, we may announce a closure, so please continue listening to the news bulletins for updated information. Information is available on voice mail at 475-9747.

If school is delayed, buses will run late by the amount of the delay. For the safety of our

Children's School Parent Handbook – 2011-2012
staff, the Before Care Center will not be available.

If the decision to close school is made during the school day, CSS will notify radio and TV stations, and dismissal times will be announced. It is the parent's responsibility to listen for such announcements. Bus students will only be transported home after parents have been contacted. Anytime parents feel that road conditions warrant not attending or picking up their children early, they should feel free to do so. Please be sure we have a correct phone number where the parent(s) can be reached.

In the rare event that extremely severe weather conditions force road closures which prevent parents from picking up their children, the faculty will house the children at the school until parents or a designated person can pick them up. Meals and/or snacks will be served to the children.

Personal Appearance and Clothing

We hope that you and your child will take pride in his or her appearance. Chewing gum is not permitted at CSS. Make-up should not be worn since it is not age-appropriate for Children's School students. Our dress code is designed to reflect the standards we hold for our students in PreK through 12th grade. These standards help students reflect pride in their school; respect for their teachers, themselves and their peers; and develop appropriate judgment about dressing for different places and occasions. There will be activities for which students will need to dress "up" or "down" accordingly. All students should have semi-formal attire for special occasions (ties and jackets for boys, dresses or dress pants for girls, dress shoes). However, dressy clothes are reserved for special occasions *when requested*. Clothing for all ages should be appropriate for playing on playground equipment. Because of the nature of our campus and activities, students can expect to be outdoors every day. Therefore, we ask that the children bring mittens, jackets, hats, snow boots, and any other articles of clothing that are appropriate for the weather. (In excessively hot or inclement weather, the PreKindergarten children will not play on the playground.) All clothing must be marked with the child's name. We cannot be responsible for returning unmarked clothing.

CSS Dress Code

While some of this applies more to older students, expectations for everyone at CSS are the same.

1) Sturdy shoes for Children's Schoolers are required for playing on the playground and walking around campus. Clogs, flip-flops, heeled shoes, platform, stack shoes or any other shoe that is higher than one inch are not allowed on campus for safety reasons. Shoes must have straps across the heels or closed heels to provide adequate support while walking and playing. Crocs are not allowed in PreK through 2nd grade.

2) The school does not permit clothing with a negative social or political reference nor attire that is ripped, worn-out, obscene, abusive or substance-glorifying (e.g., t-shirts with beer slogans). Hats and sunglasses may not be worn inside buildings.

3) Tank tops (tops that have shoulder straps less than 2 inches in width are considered tank tops, or proportioned to the child's size) tube tops, halter tops, "spaghetti strap" dresses, cropped shirts, bare midriffs or other provocative types of clothing are not allowed.

4) Undergarments are to be just that: under clothes and not exposed. Shorts and skirts should be at least mid-thigh to knee-length. Cut offs and short shorts are not permitted.

5) Excessively over- or under-sized clothing is not permitted. Shoelaces should be tied and pants must not drag on the floor. "Saggies" are not allowed. Hair is to be clean, neat and well groomed.

Children's Personal Belongings

Each child will have a special place for his/her personal items. Please mark all personal belongings with your child's name. We cannot be responsible for children's misplaced jackets, gym shoes, mittens, etc. All unmarked, found articles will be kept in the "Lost-But-Not-Found" box in the main hall of the Early Childhood Center. Unclaimed articles will be given to a charitable organization at the end of each term. All toys, games, cell phones, iPods, etc. are not allowed at school or school-related activities.

School Supplies

The school provides textbooks and curricula materials for every child throughout the year. To encourage greater responsibility and care for materials, we ask that all children bring their own school supplies.

Behavior and Discipline

The school must continually strive to be a "good" place. A good place is one where people are courteous to each other, a place where caring people are engaged in relevant work. A good place is one that has reasonable rules that are beneficial to the individual and the group.

The Children's School expects all children to be courteous and polite, to respect each other, our materials, the property and the environment. We expect children to resolve conflict, with an adult if necessary, in a pleasant and cooperative manner. Consideration of others' rights and feelings is essential to our community. Hitting, poking and pushing or name calling, cruelty, "borrowing without permission," inappropriate touching, fighting, scribbling on another's paper or damaging property in any way are examples of unacceptable behavior. The following are the three most important considerations in the classroom for all:

1. We are here to learn – that's first! There are to be no distractions.
2. We do not compromise safety under any circumstances.
3. We respect people, time, places and possessions.

Consequences for unacceptable behavior may include: the child writing a note to his/her parents and classmate (if applicable), a call home from the teacher or student, a visit to the Children's School Head, a call home from the Children's School Head, required counseling, suspension, and, in rare cases where all avenues have been exhausted, expulsion. The CSS Head is the final arbiter in all academic and disciplinary matters. Proactive communication between school and home helps us all address issues before they become problems.

Homework Guidelines and Practices

Homework is important! Numerous research studies have addressed the short and long term benefits of daily, independent work done by students of all ages. Doing all homework assignments routinely, thoroughly, and accurately is one of the best ways that a student can assure his/her success in class.

The purposes of homework are many. Homework may reinforce lessons taught in class. It may introduce new information upon which a future class will be conducted. It may require students to "play" with unfamiliar concepts in order to set the stage for a coordinated teaching effort. Whatever its specific purpose, homework supports the building of independence and self-reliance in our students as they learn how to improve lifelong study habits and procedures. Properly assigned and properly completed, homework is one of the cornerstones of academic success. It is one of the very best ways in which students can take responsibility for their own learning and for "learning how to learn."

Because homework is central to the schooling process, it is important for students, parents, teachers, and administrators at The Colorado Springs School to work together with common goals for high performance on homework. What follows are guidelines we will follow with regard to homework. As with any experience as complex as human learning, we use the term “guidelines” pointedly. These are not rules or regulations. We can expect *occasional* departures from the list below, although we all need to attempt to fulfill these goals almost all of the time.

Amount of Homework Time

- All students in grades Kindergarten through 12 should expect homework on a regular basis.
- Though there are many variables impacting the length of homework assignments, the following ranges are given for each grade level. Note that these are for an “average” student. Some students may need more time, some students actually may *prefer* to spend more time, and some will need less time. These ranges are given as approximations for the *pattern* of homework assignments, not as absolute rules for a single assignment.
 - Kindergarten: 10-20 minutes
(Parents reading to student)
 - First and second grades: 20-30 minutes
 - Third and fourth grades: 45-60 minutes
 - Fifth grade: 60-90 minutes

Thirty minutes of this time should consist of reading.

Note: All teachers – Kindergarten through Grade 5 – encourage students to read every night and hope that parents read to their children.

Lunch

Kindergarten - 5

Children in Kindergarten through 5th grade eat lunch in the Maytag Dining Hall Monday through Friday. We offer a full-service lunch program, and students may access these services by having a pre-paid lunch balance on file in the Business Office, or they may bring a lunch. Parents are welcome to join their child (and one friend, if they wish) for lunch and sit at a separate table on the lower level of the dining hall. Please bring only a homemade lunch (not McDonald's, Chipotle, Pizza, etc.) or take advantage of the CSS lunch program. All lunch rules remain in effect. Students who bring their lunch may purchase milk or juice. For details, please see the CSS website.

A monthly menu will be available online. If your child brings lunch, we encourage you to pack nutritious food, and we *strongly* discourage sending “junk foods,” chocolate or other candy. Your child's lunchbox or bag should be clearly marked with his or her name.

PreKindergarten

All PreKindergarten children will bring a lunch from home and will eat in the PreK room. We promote healthy eating habits and encourage the children to try a variety of foods. As each family has different values concerning food and eating, we do not struggle with children over what they eat or in what order things are eaten. Since any item may be the only one that is eaten, please select healthy foods for lunches. We strongly discourage sending “junk foods,” chocolate or other candy in children's lunches.

According to the county regulations, lunches from home must provide 1/3 of the child's daily nutritional needs. The staff is required to check each child's lunch to ensure that the daily nutritional needs are met.

Snacks

Throughout the Children's School, we have a "no sugar" snack policy. We want children to develop respect for themselves and the desire to keep themselves as healthy and alert as possible. Children in the Extended Care program will need to bring their own snack.

For class parties, we request no more than *one* sweet item (cake, ice cream, cookies) and a variety of healthy items (cheese, veggies, fruit).

Kindergarten and 1st grade students will have two snacks daily and may bring fruit, veggies, yogurt, or a protein, to eat during the morning and afternoon at a specified time. Students in 2nd through 5th grade may bring a nutritious snack to eat during the morning. We ask that you please do not send peanut butter or nuts, as many of our students have severe allergies to nuts.

Snacks - PreKindergarten

PreK parents are asked to provide a healthy snack, on a rotating basis, for the children and teachers in the class to be served in the morning. It is required that the food be store bought and sealed except for fresh fruits and vegetables. Another requirement is that the daily nutritional needs of the children be met. With that in mind, we ask that the snacks include a grain and either a fruit, 100% fruit juice, vegetable, **or** dairy product. Full-day students will bring a nutritious snack to eat in the afternoon. *We ask that you please do not send peanut butter or nuts, as many of our students have severe allergies to nuts, and we cannot serve carrots, pretzels, hot dogs, popcorn, raw peas, or whole grapes.*

The following are suggestions for snacks:

- Dried fruit and bagel chips
- Ritz crackers, cheese and cucumber slices
- Tortillas with cream cheese spread and grapes
- Croissants and kiwi
- Fish crackers and bananas
- Cheerios, milk and strawberries
- Mini bread loaf, lunch meat and apples
- Yogurt and graham crackers

SAFETY AND HEALTH

The personal safety of all students is of paramount importance. All CSS activities are conducted and supervised by experienced, skilled leaders with due regard for the safety of all concerned and with particular attention to any physical or other limitations a student may have. While we realize that "accidents will happen," every effort will be made to prevent potentially hazardous situations.

At the beginning of school, general safety guidelines are discussed for building and playground behavior. Children are not permitted to run in the building, bring potentially dangerous items to school (e.g., pocket knives or any other weapon) or to leave the immediate school and playground boundaries while under our care. Skateboards are not allowed on campus.

Pets

For the safety of our children and because of the number of children with allergies, we cannot allow pets to be brought into school buildings. Because of the traffic in the driveway and the confusion it causes during drop-off and dismissal, pets must not be brought into that area at those times.

Student Health

CSS employs a full-time nurse to care for the medical needs of our school community. The nurse is located on the second floor of Maytag. She can be reached at 434-3520. In addition, all of the CSS faculty holds current certification for CPR and First Aid training.

Should your child become ill during the school day, the school nurse will be available to visit with your child to determine if your student should be sent home.

Prior to the beginning of school each year, each student must have a school physical and return *The Consent for Medical Care Form*. You will find all health forms on the CSS website at css.org. In compliance with state law, each student must maintain a current immunization record on campus. All health information for our students is considered confidential. Health information is kept on file in the Nurse's Room and may be viewed only on a need-to-know basis by classroom teachers and the transportation coordinator. If a student has a unique health concern, the parent should contact the school nurse at 434-3520.

Illness

Symptoms, such as fever, diarrhea, excessive colds, flu and vomiting, are indicators of illness and can be contagious. To avoid the spread of contagious diseases, children are to remain at home when they are ill, and they must be symptom-free for at least 24 hours before returning to school. (For example, if you are called to pick up your child early due to vomiting, fever, etc., s/he may not return to school the next day since 24 hours would not have elapsed.) Children who are visibly ill (rash, fever, severe coughing, eye or nose drainage) will not be admitted for the day. Parents will be contacted by the school nurse and the child isolated if s/he appears ill during the day. At this time, the child should be picked up within an hour to avoid infecting others. Families will be notified if children have been exposed to a communicable disease (strep throat, pink eye, chicken pox, etc.).

Accidents or Injuries

The program is operated in a manner which minimizes accidents and injuries to children and faculty. Minor first aid (band-aids, ice packs, etc.) will be applied by a classroom teacher.

Should an accident or injury occur, the school nurse will be notified and will administer emergency procedures. An attempt to contact parents will be made immediately. Staff will access 911, if necessary, for treatment.

Required Consent for Medical Care

In the event of a medical emergency, the school will make every effort to contact parents while administering first aid to the child. We require that on the first day of school, you have on file an authorization to proceed with necessary medical care if we cannot reach you. The authorization will save precious minutes in arranging medical care if it is ever needed during the school hours.

Please be certain that the school is kept aware of your child's medical history so that proper emergency care or appropriate sensitivity is given to the child.

Release of Children

Your child will not be released to anyone other than you or someone specifically designated by you on the Release Form. Only in an emergency will we release your child with your verbal authorization. If the individual picking up your child is unfamiliar to personnel, identification will be requested. Even when you have asked the parent of another child to pick up your child or your child is going to a friend's home, written authorization is required. When children are released during the school day (doctor's appointments, etc.) they must be signed out at the Children's School office in the ECC. Older siblings, age 15 and up, may pick up Children's Schoolers with written parental permission.

Medication Administration, K-5

It is recommended that every possible means be taken to give children their medication at home. If it becomes necessary for a student to take any form of medication at school or during a school-sponsored activity, the following steps must be in place to protect students and school personnel. At no time should a student carry medication on campus or school-sponsored trips. The only exception to this rule is if a student requires an asthma inhaler or a specific medication for migraine headache. In these cases, prior permission must be obtained.

1. All parents who request that their child receive medication during school hours must complete a *Permission for Medication Form*. During the school day, the school nurse will be the only one to administer medication on campus. All health forms are available online at css.org. Prescription medications at school always require a physician or nurse practitioner's written order. This can be their signature on the *Permission for Medication Form* or a copy of the written prescription. If it is determined that a prescription medication must be dispensed during school hours, a parent may choose to come to campus and administer the medication. If this is not possible, the parent should contact the school nurse.

2. Medications must be delivered to the school in a pharmacy or manufacturer-labeled container and must be delivered to the school nurse or her *designee by the parent and picked up by the parent* (or responsible adult) at dismissal time. Children may not deliver or pick up their own medication. Medication will be kept in a secure container at the school. It is best to ask your pharmacy to provide separate bottles for school and home use.

3. Asthma inhalers may be carried by responsible students with written parent and physician authorization, and the nurse may hold a back-up inhaler. Students who have asthma should have an *Asthma Care Plan* on file in the Nurse's Office.

4. To provide temporary symptomatic relief for occasional aches and pains, certain OTC medications may be dispensed after a screening by the school nurse. These medications are:

Tylenol, Advil, Benadryl, Tums and Pepto Bismol. All administration will follow established guidelines printed on the package. A parent may provide permission for the OTC medication listed above on *The Consent for Medical Care Form*. The nurse will make every effort to contact a parent should an OTC medication be administered to their student during the school day.

5. During off-campus learning experiences, a designated faculty member will be responsible for administering medication. As stated above, a *Permission for Medication Form* must be completed for each medication.

Medication for PreKindergarten

We do not administer medication to children unless they are enrolled in the optional full-day PreK program. The Colorado Department of Human Services - Child Care Division has updated the medication administration policy. The following regulations are required before medication can be given by a trained staff member.

1. All medication, prescriptive and non-prescriptive, can only be given on written order from the physician. This means that we *must* have a copy of the written prescription from the doctor. The copy of the prescription is attached to the permission form that parents complete at school.

2. All medication must be kept in the original container.

3. Prescriptive medication containers must bear the original pharmacy label that shows the following: Name of the child, Physician's Name, Pharmacy name and phone number, Date prescribed, Expiration date, Name of the medication, Dosage, Frequency of dose, Route of administration, Length of time medicine is to be given.

4. Medication can only be administered by a person who has completed the state approved medication administration class.

5. Inhalers and EpiPens have regulations as well. See the Early Childhood Director for more information.

Reporting Child Abuse

All school personnel are required by law to report to the proper authorities any suspected physical abuse, sexual abuse or neglect. A teacher must inform the Head of the Children's School who, in turn, consults with our Nurse/Counselor and will notify the local Department of Human Services (DHS). A telephoned report is followed up with a written report to DHS. A copy of this report is placed in the child's file.

Field Trips

First-hand learning experiences are a very important part of our educational program. Each student is assessed a fee (which will appear on your October billing statement) to cover materials, food, admission, transportation, etc. for field trips. Faculty will be responsible for maintaining constant supervision, ensuring the safety of the children. Transportation for field trips is provided by CSS vans with qualified drivers. Parents are notified in advance of these trips. The Blanket Permission for Field Trips form in your Opening of School Registration Packet serves as permission for your child to go on all trips during the year.

By signing the permission form, parents give permission for their son or daughter to take part in the Children's School program and confirm that any physical or other limitations their son or daughter may have are fully described. Parents accept that these activities do carry a certain risk of accidental injury to participants and agree to indemnify and hold harmless the school and its agents from all liability, claims and demands whatsoever incurred in connection therewith by reason of

accident of whatsoever nature and kind.

As the trips approach, parents are notified of the details, including times, places, transportation and objectives. The school must have a signed Blanket Permission for Field Trips form and Consent for Medical Care form on hand before departure. It is our hope that every student has the opportunity to learn in the different environments these trips provide, preparing him/her for the next grade level's activities. However, if at any time you do not wish to have your child participate, please notify the school in advance.

Visitors to the Children's School

All unaccompanied visitors to the Children's School must check in at the reception desk in the Trianon and record their name, date, and time they arrived and departed in our Guest Book. Personal identification must be presented if requested. Visitors will receive a badge for identification on campus.

Drills

The Children's School conducts unannounced fire drills monthly and a lock-down drill once a year. Children are informed of the proper procedures at the beginning of school.

Colorado Immunization Law

The State of Colorado requires that all children entering school for the first time in the State be immunized for chicken pox, polio, hepatitis, measles and rubella, and diphtheria-tetanus-pertussin or tetanus-diphtheria (depending upon age). Children entering the Children's School who have not been previously enrolled in another school or who are transferring into school from another state must file a Certificate of Immunization. Children entering PreKindergarten will not have had the complete set of immunizations. An updated form will need to be sent to the school before the child enters Kindergarten. These forms are available at the Children's School and are returned to us, not to the State. Children need not be immunized if a physician certifies that it would endanger life or health or if the child adheres to a religious belief whose teachings are opposed to such immunizations. The school is required to send the names, addresses and phone numbers of those families not complying with the law to the Colorado Department of Health.

Physical Examination - Developmental History

A yearly physical examination by a doctor is required of all children. The examination should be reported to the school on a Children's School Annual Physical Exam Form. Parents should complete the top portion of the form and have a physician complete the remainder. The Developmental History record must be completed for all students new to CSS and incoming Kindergartners. These reports should be returned to school by August 9.

COMMUNICATIONS

Children's School Handbook

This handbook provides you with detailed information regarding the policies and procedures of the Children's School and can be accessed on the CSS website, www.css.org. To be well informed and to ensure smooth, cooperative participation in this community, a thorough understanding of its contents is critical. If you have questions, please contact the Head of Children's School.

The Courier

The *Courier* is the Children's School newsletter which keeps you informed of upcoming events. It is prepared once a month and can be accessed on the CSS website, www.ccs.org.

If you have submissions about your student, especially achievements outside of school, please let the Children's School Administrative Assistant or Communications Office know. We love to brag about our students!

ROAR (Reminders, Opportunities, Achievements, and Requests)

An e-communication newsletter which is sent weekly to the CSS community by The Colorado Springs School's Communications Office.

Head of School's Monthly Newsletter

This newsletter comes from the Head of School and is emailed monthly to the CSS community.

CSS Directory

The directory contains the names, addresses and phone numbers of CSS families, Board of Trustees, Faculty, and Staff. It will be available at the Carnival.

ASSESSMENT AND REPORTING

A child's progress is continually evaluated through informal and formal testing. The Iowa Test of Basic Skills, a standardized achievement test, is administered to students in grades 3 through 8 in the spring.

Written report cards are provided electronically to parents two times each year (January and June), and Parent-Teacher conferences are conducted two times each year (October and February). There is no school during these conferences. Be sure to check the school calendar for the exact dates each term concludes and when Conferences are held. In addition, the dates are announced in the *Courier*, and parents are requested to sign up for a time convenient for both parents. To prepare students for Middle School, letter grades are given to 4th and 5th graders for work presented to the teachers in some areas of study for the entire year.

A portfolio begins in PreK and contains samples of the student's work. Portfolios will follow the students through 5th grade, and they will receive their bound collection of work at the end of the year.

TRADITIONS

Assemblies

Many times during the year, the Children's School has an assembly or joins the Middle and Upper Schools for a special event. Assemblies are a time to see a guest performance or a special film, to recognize birthdays or to showcase the children's talents. Assemblies of special interest to parents will be noted in the *Courier*.

BearWear

Official logo apparel for students of all ages, alumni and Kodiak fans can be purchased online at the CSS webstore. Custom jackets, hoodie sweatshirts, bags, hats, team-specific apparel, and all your BearWear needs will be available.

Birthdays

The Children's School will acknowledge every child's birthday during the school year. Private celebration of the birthday needs to happen away from the school, including the distribution of invitations and thank-you notes (unless one is sent to every student). We encourage inviting all students to parties since exclusion is very painful for children. One way you might choose to celebrate or recognize your child's birthday is a donation to the Children's School. The gift may be software or a book for the classroom library or Children's Library in the Trianon. A bookplate with the child's name and date is placed in the book or on the software to show our appreciation. If you send in a special snack for your child's birthday, please follow our healthy snack guidelines.

Black History Month Assembly

To acknowledge Black History Month, an assembly is presented in which famous Black Americans are recognized for their contributions to the political world, the arts, sports, etc.

Book Buddies

Each student in 3rd through 5th grade is paired with a younger student in Kindergarten through 2nd grade (3rd graders with Kindergartners, 4th graders with 1st graders, and 5th grade students with 2nd graders). Every Friday afternoon at 2:30 p.m., the Book Buddies meet and read to each other for about half an hour. This is a delightful way for students throughout Children's School to become better acquainted with each other.

Commemorative Plates

Each spring, children create a design which is printed on a melamine plate. Over the years, many families have collected these treasures which records their child's artistic development and expressions.

Commencement

All students in grades PreK-5 participate in Commencement held on the Terrace of the Trianon on the last day of school. This special ceremony gives the children a sense of growth and continuity within the school.

Continuation Ceremony

The Continuation Ceremony, held the day prior to Commencement, celebrates our joy in learning and the continuation of our 5th graders to the Middle School. Students in PreKindergarten

through 5th grade attend. PAT representatives arrange for refreshments to be served in the classrooms.

CSS Revue

The CSS Revue is a wonderful opportunity for students from grades 4 and 5, 6-12 and interested faculty to perform together. Auditions take place in early fall, and the performance is held during Homecoming Weekend in October.

Dessert Theatre

The collaboration of the arts into classroom Themes of Study results in an evening of dessert and a dramatic presentation by the children. Students in grades 3 and 5 perform in January, children in grades 2 and 4 perform in February, and children in Kindergarten and 1st grade perform in March. Dates and times are noted on our school calendar which can be accessed through the CSS website.

ECS Connection

Within the ECS Connection program, Upper Schoolers adopt a grade in Children's School. They share knowledge and experience gained from their Experience Centered Seminars (ECSes) with the younger students. This program builds community throughout CSS and encourages special friendships.

Geography Fair

On the Wednesday before Winter Break, students participate in a big celebration in the Field House with games, food, art projects, and other activities to culminate our fall curriculum and geography theme. A Holiday Book Exchange is held in the classrooms following the Fair.

Halloween

If they choose to participate, children should wear costumes that allow them to function normally at school. Costumes should not be violent, vulgar or overly scary. Teachers will send home specific guidelines before Halloween.

Holiday Tea

The Children's School students in Kindergarten through 5th grade perform winter and holiday songs prior to Winter Break.

Homecoming Weekend/Carnival

Homecoming Weekend begins on the first Friday in October with a Fun Run around the neighborhood, and the quad is transformed into a carnival atmosphere for the afternoon with games and various entertainment. Activities continue throughout the weekend for alumni.

School Pictures

How often have we looked through old photographs and delighted in recollecting a special memory or friend? For your collection, The Children's School offers class and individual pictures taken in the fall of every school year.

School Spirit Days

Every Friday, we celebrate our school spirit by encouraging the students to wear CSS shirts, sweatshirts, etc. or our school colors (royal blue and white). These items can be purchased

through our online store

Special Occasions

PreKindergarten students host a Dad's Day Snack while the Kindergarten through 2nd grade classes host a Dad's Day Morning in March. The PreK through 2nd graders honor their moms with a Mother's Day Tea.

Twenty-first Century Team Building

This special day is held in the spring for children to exercise their physical, cooperative, and leadership skills by participating in challenging games and activities.

Veteran's Day Assembly

Each year, an assembly is held to honor our men and women in uniform, both currently serving and those who have previously served our country. Parents are invited to attend this assembly, and current military personnel and veterans are recognized.

Themes of Study 2011-2012

PreKindergarten

Me, My Family, and My Friends
Exploring Our City
Authors and Illustrators
Things That Roll, How Air Moves Things
Messy Media
Arachnids
Life at the Pond

Kindergarten

Life As A Kindergartner
Bats
Physical Properties in our World
Our Country
Communication Through the Arts
Organisms
Colorado Ranching and Wildlife

First Grade

The Earth and Me
Solids and Liquids
Arctic/Antarctic
Balance and Motion
Famous Americans
Mammals
Pebbles, Sand and Silt
Archaeology/Anthropology
Colorado Springs: Past and Present

Second Grade

Insects
Plants
Water
Inventing
Bubble-ology
Gold Mining of Colorado

Third Grade

Geology
Endangered Species
Mysteries – Forensics
Physics of Sound
Space
Independent Study
Westward Expansion

Fourth Grade

Colonial Times/American Revolution
Government
Civil War States
Electricity
Folk Tales
Magnets
Weather
Sand Dunes Science
Hispanic Culture/Ute Culture

Fifth Grade

Life Zones of the Pikes Peak Region
Immigration/Industrial Revolution/Middle Ages
Cell Structures of Plants/Animals
Human Body/Health and Physiology/Adolescents
Simple Machines/Chain Reaction
Ancestral Puebloans: Archaeology/Anthropology

PARENTAL OPPORTUNITIES

Parent Advisory Teams - PAT

Each division has a Parent Advisory Team (PAT) with a representative from each grade. To ensure two-way communication among parents, teachers and the administration, the PAT members promote a positive school/home partnership. The Children's School team meets with the Head of the Children's School once a month to plan and discuss school events. We encourage parents to get acquainted with their PAT representative and share concerns and celebrations.

The PAT helps incoming parents feel a part of the school, answers any questions and serves as a familiar friend during the myriad of encounters with school in those first weeks and throughout the first year. It also organizes the community service projects for each grade and assists the teachers with class parties, field trips, Dessert Theatres, Fall and Spring Trips, etc.

Parents' Association

The Parents Association is comprised of all parents of students enrolled at CSS. The Association supports the school through volunteer work in a variety of areas. Parents are encouraged to become involved in fund-raising and "friend-raising" activities. The administration welcomes and appreciates this involvement.

Advancement Office Volunteers

Many opportunities exist for parents to help with various events throughout the year, as well as general office assistance.

Class Volunteers

Parent volunteers assist the classroom teachers by preparing materials and supplies for the classroom.

Carnival

Entirely produced by the Parents Association, volunteers are always needed to transform the quad area into a carnival atmosphere for the afternoon with games and entertainment and help make the festivities a success. Funds raised at each of the game booths go directly to support class activities.

Book Fair

Each spring, the school sponsors a week-long book fair in the Trianon, and the proceeds provide additional books for the school library. Parents assist with setting up and taking down the fair as well as helping the children shop.

INDEX

Accidents or Injuries _____	10
Administration, Faculty and Staff _____	20, 21
Advancement Office Volunteers _____	19
After-school Plans _____	4
Arrival and Dismissal Procedure _____	2
Assemblies _____	15
Assessment and Reporting _____	14
Athletics _____	5
Attendance and Absence _____	3
BearWear _____	15
Behavior and Discipline _____	7
Birthdays _____	15
Black History Month Assembly _____	15
Book Buddies _____	15
Book Fair _____	19
Carnival _____	19
Class Volunteers _____	19
Commemorative Plates _____	15
Commencement _____	15
Conference Day Camps _____	4
Consent for Medical Care _____	11
Continuation Ceremony _____	15
<i>Courier</i> _____	14
CSS Revue _____	16
Dad's Day Snack _____	17
Dessert Theatre _____	16
Developmental History _____	13
Directory _____	14
Discipline (see Behavior and Discipline) _____	7
Dress Code _____	6
Drills _____	13
ECS Connection _____	16
Emergency Closing of School _____	5
Extended Care Program _____	4
Field Trips _____	12
Friday Night Out _____	4
Geography Fair _____	16
Halloween _____	16
Handbook _____	14
<i>Head of School's Monthly Newsletter</i> _____	14
Holiday Tea _____	16
Homecoming Weekend (Carnival) _____	16
Homework Guidelines and Practices _____	7
Illness _____	10
Immunizations _____	13
Lunch _____	8
Medication _____	11, 12
Mother's Day Tea _____	17

New Horizons _____	4
Parent Advisory Team (PAT) _____	19, 21
Parents' Association _____	19
Parent-Teacher Conferences _____	14
Personal Appearance and Clothing _____	6
Personal Belongings _____	7
Pets _____	10
Physical Examination _____	13
Release of Children _____	11
Reporting Child Abuse _____	12
<i>ROAR</i> _____	14
School Hours _____	2
School Pictures _____	16
School Spirit Days _____	16
School Supplies _____	7
Snacks _____	9
Special Occasions _____	17
Student Health _____	10
Summer Program _____	5
Tardies _____	3
Themes of Study _____	18
Transportation _____	3
Twenty-first Century Team Building _____	17
Vacation Day Camps _____	5
Veteran's Day Assembly _____	17
Visitors _____	13

POLICY/PROCEDURE CHANGES

The school will notify the parent(s) or guardian(s) in writing of any significant changes in our services, policies, or procedures.

PREKINDERGARTEN VIDEO VIEWING POLICY

The use of passive media is rare in the Early Childhood Program. If a videotape is considered for educational purposes, the following procedures are followed to assure the developmental appropriateness of the material:

Teachers preview the tape prior to use.

Another option for activity is available for children who do not wish to view the material.