



Carl Schurz School Parent Handbook 2022-2023

Revised July 2022

Contact Information

School Address

Joachim Becher Strasse 19
60320 Frankfurt am Main Germany

School Telephone (069)1562 6209

School Website www.carlschurzschool.com

Email Contact Information

Registrar Email: registrar@carlschurzschool.com

Director Email: director@carlschurzschool.com

CSA General Manager Email: gm@csafrankfurt.com

About Carl Schurz School

Organization

The Carl Schurz School (CSS) is an English-speaking nursery and preschool institution run by the Community Support Association (CSA). It is a not-for-profit organization established to provide American-style preschool services for members of the Consulate community and its fellow foreign diplomatic missions.

A high-quality early childhood educational program is vital to enhancing a child's self-esteem, self-control, and greater long-term academic success. To ensure that the Carl Schurz School provides the highest standard of education and upholds its policies, the school works alongside the Community Support Association (CSA) and its board of directors to review school standards, policies, and practices. The CSA board appoints a school liaison, the role of the school liaison is to maintain regular contact with the school's administration and act as a point of contact between the board and the school. The school administration also attends monthly CSA board meetings to update on school events, activities, and administrative issues.

Mission

At the Carl Schurz School, we aim to provide top quality English-language education in a nurturing and caring environment. We pride ourselves on the individual care we can provide, as well as the safe on-site atmosphere that has been established on the Siedlung since 1983. Education, creativity, and explorative learning are our top priorities.

Program Philosophy

Each child enrolled at the Carl Schurz School has personality is from a diverse background. We strive to meet every child's individual need through the recruitment of experienced and nurturing personnel, respecting cultural diversity, and creating stimulating educational programs. Our school's curriculum utilizes an approach that offers children a variety of classroom options which allows them to become comfortable with structured classroom settings, our program, and our teaching staff. This approach requires us to establish curriculums that focus on holistic aspects of a child's development: their cognitive, behavioral, emotional, social, fine and gross motor skills.

This philosophy is evident within each of our classrooms. Our classroom environments provide opportunities for discovery, experiential learning experiences, and activities that use and develop English language proficiency. Our teachers and aides work to foster self-help skills, to promote positive self-esteem, and to stimulate the imagination of each child. We provide a creative, positive, warm, supportive, and safe atmosphere for children and their parents. Our staff is committed to providing excellent instruction and care.

General Information

School Hours

Preschool: 09:00-12:00
Kindergarten: 09:00-15:00

Daycare

Morning Care: 07:30–09:00
Daycare: 12:00–15:00
Aftercare: 15:00–17:30

Drop-in Daycare

Afternoon daycare may be available on an as-needed basis. Please be advised that your drop-in must be pre-approved by the School Registrar, prearranged 48 hours in advance and is contingent upon availability.

Emergency School Closure Procedures

Frankfurt rarely experiences episodes of extreme weather. In the event of an emergency school closure due to inclement weather or other unforeseen circumstances, parents will be notified directly through email by school administration before the start of school. If an emergency occurs during the school’s operational hours, the parent and/or individuals identified on each child’s emergency contact form will be contacted by phone to pick up their child. Please note that there are no make-up days for unforeseen school closures.

School Closure Days

The school calendar is provided to every parent during their enrollment process. The school calendar lists every school event and a complete listing of school closures and seasonal breaks. All reminders about upcoming school closures, holidays, and events are communicated through the teachers’ weekly newsletter. Here is a listing of holidays and seasonal breaks that the school will be closed for:

Holidays:

- Labor Day (US)
- Day of German Unity (DE)
- Columbus Day (US)
- Veterans Day (US)
- Thanksgiving Day (US)
- Martin Luther King Jr. Day (US)
- President’s Day (US)
- Labor Day (DE)
- Ascension Day (DE)
- Memorial Day (US)
- Whit Monday/Pentecost Day (US/DE)

Seasonal Breaks:

- Fall Break
- Winter Break (3 weeks)
- Spring Break (2 weeks)

School Closure: Daycare Options

Upon the request of our community, additional camps are offered during extended school closures, as staffing is available. These dates are noted on the Carl Schurz School calendar. Camp hours may differ slightly from the school schedule and camp costs are not included in tuition. Camp schedules and costs will be provided in advance of the break. The school requests that you register by the stated registration deadline if you wish to use this service, as we may be unable to accommodate late requests.

Early Dismissal

The school has designated one day for early dismissal which occurs on the last day of school in celebration of our school's graduation day. Early dismissal times will be at 12:00 pm for all students. There will be no daycare or extended aftercare provided.

Registration

The Carl Schurz School admits students of any race, color, and religion to all rights, privileges, programs, and activities. The school accepts children from 2 months to 6 years of age before the first day of service being provided. Children must not have started attending grade school. The school uses a rolling registration process; parents are welcome to apply at any time during the school year. Although applications are accepted year-round, admission is heavily based on school capacity and the suitability of the child and family. The school's student population can vary throughout the year and space can become limited or full. If no space is available, you may place your child's name on the waiting list. At the start of registration for a new school year, children who have been previously enrolled or have a sibling enrolled with the school will have registration priority.

There is no entrance exam for admission into the Carl Schurz School. Parents with children with educational, social, or developmental concerns should discuss these concerns with the School Director before the child's admission within the school. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for each child and their family, Carl Schurz School reserves the right to group children by age and/or developmental level.

During registration, every parent is responsible for ensuring that the registration packet for each child is completed as thoroughly as possible with any requested documentation attached.

Each registration packet will contain the following forms:

- Registration Information
- Child's Health & Immunization Records
- Tuition Agreement Form
- Parent Handbook

The registration packet will help the school determine a child's suitability for school admission.

Due to the school's limited resources the school may not be able to accommodate all children. If admission of a child is denied, then the school will provide information on external resources.

Enrollment

Once a child has been accepted into the Carl Schurz School, each parent is provided an enrollment packet. Each enrollment packet will contain the following forms:

- Welcome Letter from the School Administrator
- Activity Authorization
- Photo Release Form
- Tuition Payment Plan
- Waiver Agreement
- Placement Information
- Consent for Medical Treatment/Liability Waiver
- Limited Medical Power of Attorney for Emergency Treatment
- All About Me Form
- Parent Handbook (to be signed)

All the above forms must be completed in their entirety and signed before the child can begin at the Carl Schurz School.

Children with Disabilities or Special Needs

Due to limited resources, the Carl Schurz School is unable to accommodate most students with disabilities or special needs who require additional personnel or handicap facilities. If your child begins demonstrating signs or symptoms of a disability or special needs that appear to be beyond the scope of the school the following procedure will be followed:

1. A meeting may have already occurred based on accident/occurrence reports, as noted in the handbook section titled "Discipline." However, depending on the frequency and/or escalation of behaviors noted, the "discipline" section meeting may be combined with this "children with disabilities or special needs" meeting.
2. A meeting will be setup between you, school staff, and the School Director to discuss the school's observation of the child, explore next steps, and possible early intervention techniques.
 - a At this time, or at a subsequent meeting, the school may determine your child must remain out of school until they receive an expert comprehensive evaluation that may include but is not limited to social, emotional, cognitive, and/or behavioral functioning. This may be due to the disruptive nature of the child's behavior and/or safety concerns for the child, their classmates and/or staff.
 - i This evaluation will be at your own cost.
 - ii Your child's enrollment status will be held for 60 days; if an evaluation is not completed in this time frame, your child's enrollment status will be placed on hold, and the child is at risk of losing their spot in the classroom.
3. Upon receipt of an appropriate expert evaluation and review of the information collected by the school staff, the school administration and the CSA Board will decide if the school can adequately accommodate your child. The final decision will be made by the School Director.

Tuition Information

The Carl Schurz School is a not-for-profit school, whose income is solely based on tuition payments. The tuition pays for the direct operating costs of the school's programs and services such as staff salaries, materials, maintenance, and facility upkeep. Your tuition cannot be prorated for absences due to illness or otherwise. These costs remain the same whether your child is present or not. Below is an overview of payments required; you will receive an enrollment packet that contains more detailed information about payment.

Initial Enrollment Fee

An initial non-refundable enrollment fee of \$500 is required for all students and must be received with the enrollment packet.

Annual Enrollment Fee

The re-enrollment fee for students who attend the program for consecutive years is \$150 and is also non-refundable.

Monthly Tuition Payment

After the initial enrollment fee, full payment of each month's invoice for school and daycare services are due on the last day of the month in advance of services rendered (for example, the amount due for services to be rendered in September would be due August 31.) Invoices will be issued by the 15th day of every month via email. The Carl Schurz School only prorates months at the beginning and end of the school year. Monthly billings are based on the 180 days' students attend school annually.

Late Payment

A late payment fee of 10% of the total amount due will be issued to delinquent accounts on the 1st day of the month the account is delinquent, and services may be denied until full payment is received.

Issuance of Receipts

Upon request, the school can issue a receipt of payment containing the school tax identification number, school's information, and total yearly amount paid for childcare. This request should be emailed to registrar@carlschurzschool.com with at least one weeks' notice of when you need the information.

Change in Schedule

For parents wishing to change their child's attendance hours, the following procedures are to be followed:

- Contact the Registrar to find out if desired hours are available.
- If the new schedule is approved, the parent must pay any outstanding amount to reflect the schedule change before care can be provided.

Placement of Students and Ratios

The birthday cutoff date to allow students to enter the appropriate class for their age is September 30. If your child was born after September 30, they will go into the class with children of the same age of your child on September 30.

The Carl Schurz School bases its staff member to student ratio and classroom size of the National Association for the Education of Young Children's guidelines. The ratios are as follows:

- Children in our Transitional 2's class (18 months+) will have, at minimum, one staff member per five children
- Children in our 2's class (2 years old+) will have, at minimum, one staff member per six children
- Children in our 3's class (3 years old+), 4's class (4 years old+), will have, at minimum, one staff member per ten children

The school may offer exceptions for placement of children that are based on a child's social and behavioral developmental levels.

Morning care, daycare and aftercare classes also follow these ratios, but are grouped by developmental stages into fewer groups. As a result of the combination of groups noted in the bullets above, ***ratios for groups outside of the 9 am – 12 pm class time mean that wait lists for care often occur before waitlists for specific classes.***

Toilet Training

To keep in compliance with our ratios, children must be toilet trained before they can be placed in the 3's class. You will receive communication from your child's teacher or the Director if your child experiences an accident. If a child in the 3's class or above experiences an excessive number of accidents that require a change of clothes, the Director will contact you to determine next steps to maintain your child's enrollment in their current class. This can include up to the child being required to stay at home to remaster toilet training for a period of time. This is necessary to keep in compliance with our ratios and facility needs. Please note that this policy is not enforced during naptime.

Arrival and Departure Procedures

All people coming into the school must show a form of ID. This includes emergency contacts. For security and safety reasons, your child must be signed in and out of our school by an authorized guardian whose name is listed on the emergency contact section of the registration form. A child will not be released to an emergency contact without written authorization from the guardian. Please let the office know in writing if you have additions or changes to your emergency information regarding release authorization.

Arrival:

- All children must be escorted to their classroom and signed in when they arrive to school. Make sure to notify the teacher or teacher assistant of his/her arrival. Please do not leave your child unsupervised in front of the school, in the hallways, or in the classroom for any reason.
- If your schedule requires that you drop off your child earlier than 8:55, please see the Registrar about morning daycare.

Departure:

- Children in the 3s class and older are escorted outside by a teacher at 12:00 and 3:00. Parents should meet children outside the CSA/gym entrance of the building, not the main school doors.

- When picking up your child age 2 or younger, collect his or her belongings, sign out, and notify the teacher or assistant teacher of your departure.
- It is important that your child is picked up on time. After a 5-minute grace period, the school will try to contact you by phone. The office will then try to call your emergency contacts.
- Late pick-up during business hours may be granted at the drop-in rate if the parent notifies the school in advance that he/she will be late. Failure to pick up your child on time during the day will result in a late fee of \$1 per minute being assessed. It is the parent's responsibility to synchronize their watches with the school's clock. Late fees will be assessed based on the Carl Schurz School's clock.
- The school closes at 17:30 Monday through Friday. You and your child(ren) must depart the school prior to 17:30. If a child is left in the school after closing, you will be charged \$1 for every minute over the scheduled pickup time. This will be billed directly to parents in their monthly tuition invoice.
- After three significantly late pick-ups (15 minutes late or longer), a meeting with the Director is required before your child can return to school. After five significantly late pick-ups in one school year, the Carl Schurz School reserves the right to disenroll your child.

School Access

Each family will be issued 2 fobs for gaining access to the school. If additional fobs are required or if a fob is lost, there will be a \$15 charge for each additional fob. The charge will be applied on your next monthly invoice. The fob(s) must be turned in on the last day of school. Entrance to the school can only be ensured when using the fob. Please do not allow others to use your fob or allow additional people into the building using your fob access.

Parent Conferences

Upon request, conferences can be scheduled at any time throughout the year to review your child's progress or to address an issue. To schedule a conference, please send an email to your child's teacher. If a concern or question relates to a specific event in a student's classroom, parents are requested to contact the classroom teacher first. If this proves unsatisfactory, the parent should then make an appointment with the School Director. Conferences may also be scheduled up to twice yearly by the teacher to discuss your child's progress.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. The Carl Schurz School takes confidentiality very seriously and makes every effort to protect each family's privacy. All staff members and CSA board members sign confidentiality agreements. The school mandates that conversations about a child's behavior or an incident should be conducted in private, away from the child and other members of the community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Communication

A parent information board is provided in the hall in front of your child's classroom to help keep you informed. Communication tools, including but not limited to messaging, picture sharing and newsletters, are available in the Kaymbu/COR Advantage app. Information about signing up for your account and logging in will be sent prior to the start of the school year.

We ask that there be no communication related to the students of our school or classroom activities sent to staff members' personal email accounts. The school has provided each classroom with an email account. Please check with your student's teacher as to when teachers check their email. Typically, teachers will check email once before and once after school.

Accident and Occurrence Reporting

At this age children are growing and learning how to play and are prone accidents. The school staff works to minimize accidents, but not all accidents are preventable. An "Accident Report" will be sent home if a child is physically hurt during the school day with an account of what happened and what was done to treat the child.

An "Occurrence Report" will be issued if a child hurts another child or for behavioral situations that should be addressed by parents. These behaviors may include but are not limited to hitting, biting, kicking, pinching, scratching, on-going defiance, other misconduct that jeopardizes the safety of self and others, and/or behavior that is consistently disruptive to the instructional environment. Anytime an Occurrence Report is issued school staff will discuss the incident with the child's parent. Please see the "Discipline" section below for further information.

Discipline

The school strives to provide your child a pleasant atmosphere in which to interact with other children and adults. Each classroom has rules and consequences for inappropriate behavior that are developed and taught at the beginning of the school year.

The rules for each classroom are different and are based on reasonable behavioral expectations. Those expectations are based on the children's ages and development. However, four general concepts of appropriate behavior in all areas of the school - including the classroom, playground, library and gym - include:

1. Keeping yourself and others safe
2. Allowing the teacher to teach and other children to learn
3. Protecting and caring for school property and personal property
4. Respecting the school staff

We offer the following plan of correction for misbehavior:

- The child will be properly instructed about acceptable behavior and the rules that govern behavior in the classroom, in the library, at the playground, in the gym, etc.
- When a child misbehaves/disrupts, the teacher will take appropriate corrective measures relevant to the problem behavior and the child's level of maturity.
- If a child knowingly defies the teacher's directions, they will be asked to sit away from the group. They will be allowed to re-enter the group after a short period and after being counseled by the teacher as to the expected future appropriate behavior.
- If the misbehavior continues the child will be issued an Occurrence Report, and depending on the severity of the behavior, the child may also be sent to the Director's office. The Director may decide the best course of action is to send the child home from school for the day and you will be required to pick up your child.
- If the child continues to demonstrate inappropriate behavior the steps outlined below will be taken, based on the number of occurrence reports in 60 days:

- o 3 Occurrence Reports: Meeting with the Teacher and Director to discuss a behavior modification plan to be implemented at school and at home, plus one-day suspension from school*
- o 5 Occurrence Reports: Another meeting will be scheduled to discuss further intervention techniques, plus a three-day suspension from school*
- o 7 Occurrence Reports in 60 days: The child will be disenrolled from the Carl Schurz School*

*No tuition will be reimbursed

Please note that the School Director reserves the right to advance the consequences for Occurrence Reports, depending on the severity of the behavior and the total number of Occurrence Reports issued over child's enrollment at the Carl Schurz School.

Disenrollment Policy

The Carl Schurz School reserves the right to disenroll a student for late payments, late pickups, health reasons, discipline problems, accommodations needed beyond the scope of the school, and/or inappropriate behavior displayed by a child's guardian. The school will give parents as much advanced notice as possible; however, situations that affect the health and safety of the children and staff may require immediate disenrollment. You will be issued a disenrollment letter stating the reasons for your child's disenrollment. If a child is disenrolled from the school, any requests for re-enrollment or appeal will be reviewed and decided by the School Director in conjunction with the CSA Board on a case-by-case basis.

Early Withdrawal

Early withdrawal from the Carl Schurz School requires at least 30 days' notice; exceptions may be made for an unexpected PCS. Early withdrawal notice must be made in writing. Our policy is as follows:

1. Registration fees are not refunded.
2. Payment for tuition is still required in-full for the entire month, and no refunds will be issued.
3. If thirty days' written notice is not given, you are required to pay any outstanding invoices.

Please note that if you choose to withdraw your child early, any requests for reenrollment would have to be approved by the School Director and CSA Board. However, if your child needs to be away from school for an extended period, but will possibly return to school, you may request a change in contract. This will preserve your enrollment with the school without requiring tuition payments. Please email the Registrar or Director for details.

Child Absences

Children perform best when they are provided with consistency and order. Therefore, healthy children are expected to attend school/daycare every scheduled day.

When you enroll your child, you are reserving a space for your child in the program whether the child attends or not. We cannot deduct days missed. Your tuition pays for the direct operating costs of the programs, such as staff salaries and materials. These costs remain the same whether your child is present or not.

Please send an email to the school (typically child's teacher, registrar, and director) in the morning if your child is going to be out for the day. If your child is going to be absent from school for more than one week, the school requires written notice with the expected return date.

Emergency Contact Information

The school strives to provide a safe learning environment. We follow recommended teacher-to-child ratios that ensure safety. However, in the event of accidents, such as cuts and scratches, the staff members will provide your child with prompt attention and first aid. An accident report will be completed and sent home. In the event of a serious medical concern, parents will be contacted immediately, as will medical help, if deemed necessary. In the case of an urgent medical emergency, an ambulance will be called and your child will be taken to the hospital accompanied by one of our staff members.

The school must be able to reach you in the event of an emergency. Parents are responsible for all costs associated with any emergency services that are incurred. Parents must inform the school of any change to work or emergency telephone numbers during the year. Be sure to complete the emergency information section of your registration form with the names of three adults who can pick up your child should an illness or emergency occur.

Dress Code

Please dress your child in comfortable play clothes so that he or she can take advantage of learning opportunities both indoors and outdoors. Be sure to dress your children in seasonally appropriate clothing. Smocks are worn during messy activities, such as painting, but are not completely effective.

We would like to keep the classroom as clean as possible. Please provide a pair of inside shoes/slippers that can be kept at school for use in classrooms and school facilities. Outdoor shoes are kept in student cubbies during the school day. Since children frequently visit the playground or play games outside, please make sure your child's outdoor shoes are weather appropriate so that children can play unhindered.

The school believes that many excellent learning opportunities take place outdoors. Weather permitting, we take children outside during all seasons. Please dress your children appropriately for the weather and season. You are welcome to store rain gear, mittens and hats in your student's cubby.

Clothing and Other Supplies

Even children who are completely toilet trained can have an accident or get covered in paint or other project ingredients. All children should have a complete change of clothes in their cubby. This clothing should be weather appropriate, so check periodically to ensure it is appropriate. Also, if your child naps at the school and needs to wear a pull-up at naptime, you must provide these as well.

Children working on toilet training must have several pairs of underwear and weather appropriate pants kept at the school.

Parents of children who are not toilet trained are required to provide a two-week supply of disposable diapers, baby wipes, and any special powders or salves you wish to have used with instructions written on the container along with the child's name, and one complete change of clothing—including socks and underwear.

Please ensure that the clothes are seasonally appropriate.

Toys from home are very difficult for children to share, so please discourage your child from bringing them to school and daycare. Show-and-tell days are the only exception to this recommendation. Please let your child's teacher know if your child needs to bring his or her "security toy."

Snacks and Lunches

Parents are to provide their child a healthy snack and drink each day. If your child remains at school past noon a lunch is also required. Children remaining in daycare after 15:00 will need an additional snack. Appropriate snacks include cheese, fruit, vegetables, pretzels, crackers, cereal or other "finger food snacks". All students should also bring a refillable water bottle as well labelled with their name. Please do not send any "refined sugar" products to school either in the food or beverage of your child's snack or lunch.

Please keep in mind that some healthful snacks may pose a choking hazard. These include, but are not limited to, whole grapes, popcorn, hot dogs, cherry tomatoes, carrot discs, etc. The Carl Schurz School staff reserves the right to withhold snacks if the snack provided from home poses a safety risk, choking hazard, contains nuts, or is not otherwise in compliance with our school's policies.

If your child has food allergies, be sure to include that information on the registration information and let the teacher and management know. Let the school know immediately of any new development of food allergies.

We do not allow any nuts or nut products in our school. This is due to the very serious nature of nut allergies and the difficulty of keeping children from sharing food even though we do not allow sharing of food. We will not serve any nut products to any child. If you send a nut product to school with your child, we will return it to you and replace it with another snack we have in our "emergency" cupboard.

If you are planning to celebrate your child's birthday at school, please discuss your arrangements with the child's teachers at least one week in advance. You may bring in a dessert for the group, which will be distributed at snack or after lunch. Parents should help with the clean-up following the birthday celebration.

Immunization Guidelines

Children must be immunized in accordance with standard practices to be admitted to the Carl Schurz School. Parents and children must follow the Center for Disease Control and Prevention recommended immunization schedule and provide a written record to the school verifying each immunization so that our records are kept current. Children whose immunizations are not kept current are subject to disenrollment.

Illness and Medication Guidelines

In a group setting such as daycare and preschool, the best way to keep illness to a minimum is by keeping our school disinfected, frequent hand washing, and keeping sick children home. We understand that receiving a call from the school asking you to come and pick up your child can be a disruption in your day and we do not make these calls lightly. One way to avoid this is to make sure your child has fully recovered before bringing them back to school.

A child must be symptom-free for 24 hours before returning to the school and should be able to fully participate in all activities.

Please remember that we go outside daily, unless the weather is bitterly cold or inclement. We do not have staff to remain inside with children while others go outside for play, so your child needs to be feeling well enough to go outside.

Parents will be notified to pick up their child if the child has symptoms of: fever, vomiting, diarrhea, sore throat, rashes, or is otherwise showing signs of illness. You must pick up your child within one hour after notification. If the child has not been picked up within the hour, a late fee will be charged. By working together, we can limit the spread of illness.

If your child or an immediate family member has been directly exposed to someone with COVID-19, please contact the school immediately. If your child shows symptoms of COVID-19 (fever, cough, difficulty breathing, etc.) DO NOT send them to school. Contact the Health Unit and CSS to discuss the appropriate course of action.

The school also reserves the right to require a physician's note prior to the student returning to the school. Children requiring medication during their times at the school and daycare must have a "Medication Request" form completed and returned to the school office. Medication will be dispensed by a teacher per the instructions on the label. The medication will be maintained in a secure place. All medication must be in the original container with the following information: child's name, health care professional's name and telephone number, name of medication, strength of medication, and amount and time to be given.

Learning Library

The library is a wonderful resource available to registered students that allows our staff to enhance the curriculum and affords children greater learning opportunities. Children will be able to view all the books and choose their own books weekly.

Library books that are checked out by your child, taken home and are to be returned no later than the next scheduled library day. Until returned, no new books can be checked-out. Parents will be charged the replacement value for books that are not returned.

We welcome parents as library volunteers to help us maintain and organize the collection of books and materials. Stop by our office if you are interested in helping.

Field Trips

Field trips may be offered during the school year or during camps to enhance the educational program. Parents will be notified in advance and may be asked to submit a fee along with permission slips. The school will not allow any child to attend a field trip unless we have both the signed permission slip and payment. The school reserves the right to cancel field trips.

Volunteers

Volunteers are an important part of any school program. Volunteers are needed for special projects, field trips, and in the library. Volunteers often have their own special interests or talents to share with children. If you would like to volunteer your time or wish for more information, contact the school office or your child's teacher.

Carl Schurz School Agreement

The following contract is set forth to gain parental agreement to the policies and procedures as explained in the *Carl Schurz School Parent Handbook*. Please indicate your agreement by reading, initialing each item, signing, and dating this document.

I understand and agree to the following terms of enrollment:

1. I have read and understand the entirety of the Carl Schurz Parent Handbook. _____
2. I have provided accurate and thorough information to the school during the registration and enrollment process. _____
3. I understand that the Carl Schurz School is unable to accommodate most students with disabilities or special needs who require additional personnel or handicap facilities. _____
4. I understand that if the school observes my child beginning to demonstrate signs or symptoms of a disability or special needs the following procedure will be followed:
 - a. A meeting will be setup between school staff, the School Director, and myself to discuss next steps and possible early intervention techniques. _____
 - b. The school may determine my child must remain out of school until they receive an expert comprehensive evaluation that may include but is not limited to social, emotional, cognitive, and/or behavioral functioning. This evaluation will be at my own cost. My child's enrollment status will be held for 30 days; if an evaluation is not completed in this time frame, my child's enrollment status will be placed on hold, and is at risk of losing their spot in the classroom. _____
 - c. Upon an expert evaluation and the information collected by the school staff, the school administration and the CSA Board School Liaison will decide if the school can adequately accommodate my child. The final decision will be made by the School Director. _____
5. I understand that my enrollment fee is nonrefundable. _____
6. I agree to pay the amount disclosed on my signed contract. I understand that each monthly invoice is due no later than the close of business on the last day of the month. If payment has not been received in full, a late fee of 10% of the total amount due will be issued and services may be denied. _____
7. My child must be toilet trained before the beginning of the 3's class. If my child is in the 3's class or above and experiences an excessive number of accidents that require a change of clothes, the Director will contact you to determine next steps to maintain your child's enrollment in their current class. This can include up to the child being required to stay at home to remaster toilet training for a period of time. _____

8. I must escort my child to his/her assigned room and make certain that the teacher or teacher's assistant knows that my child has arrived. If I arrive with my child early, I understand that I should wait outside until the school start time and not bring my child to his or her classroom early. _____
9. I must sign my child in/out at the front of the classroom. _____
10. If I am going to be late in dropping off or picking-up my child, I must notify the school. _____
11. I understand that after a grace period of 5 minutes, a late fee of \$1 per minute will be charged for every minute over the scheduled pick-up time and that after three significantly late (15 minutes or longer) pick-ups, a meeting with the Director is required before my child will be permitted to return to school. After five significantly late pickups in one school year, the Carl Schurz School reserves the right to disenroll my child. _____
12. I must leave a phone number where I can be reached or information that will allow the school to reach me within 30 minutes. _____
13. If I want a person other than my spouse/partner or me to pick up my child, I understand that I must provide written authorization and place this person's name on my emergency contact list in the school office and that person must present ID upon arrival at school before the child will be given over to him or her. _____
14. I understand that I will be notified if my child is displaying inappropriate behavior. If behavioral problems persist, the following steps will be taken:
- 3 Occurrence Reports in 60 days – Meeting with the Teacher and School Director to discuss a behavior modification plan that is to be implemented at school and at home, plus one-day suspension from school* _____
 - 5 Occurrence Reports in 60 days – Another meeting will be scheduled to discuss further intervention techniques, plus a three-day suspension from school* _____
 - 7 Occurrence Reports in 60 days – The child will be disenrolled from the Carl Schurz School* _____
- *No tuition will be reimbursed _____
15. The School Director reserves the right advance the consequences for Occurrence Reports, depending on the severity of the behavior and the total number of Occurrence Reports issued over child's enrollment at the Carl Schurz School. _____
16. The Carl Schurz School reserves the right to disenroll my student for late payments, late pickups, health reasons, discipline problems, accommodations needed beyond the scope of the school, and/or inappropriate behavior displayed by a child's guardian. _____
17. If I withdraw my child, I am required to give the school thirty calendar days' written notice. If thirty days' written notice is not given, I am required to pay any outstanding invoices. _____

18. If my child is disenrolled, or I choose to withdraw my child, any requests for reenrollment or appeal will be reviewed and decided by the School Director in conjunction with the CSA Board on a case-by-case basis. _____
19. I understand that school staff and CSA board members have signed confidentiality agreements and are privy to my student's file. _____
20. I must provide a complete change of clothing for my child. More than one set is encouraged in case of multiple accidents. If there is no clothing provided, I will be contacted to pick up my child or to bring clean clothing to the school. If my child is not toilet trained, I am required to provide a two-weeks supply of diapers and baby wipes. _____
21. I will dress my child appropriately to play outside in all seasons. _____
22. The school is not responsible for jewelry, damaged or lost items. Clothing brought to the school should be labeled. Comfortable clothes appropriate for messy play are strongly recommended and not "dress clothes". _____
23. I understand that my child's Immunization Record and my Emergency Contact Information must be on file at the school prior to my child's attendance. _____
24. I understand that only prescription medication in its original container may be administered and that if I need this service, I must discuss it with the Director and fill out the proper form or medicine cannot be administered. _____
25. Children who are too sick to participate in regular activities, including outside play, should be kept out of school. A child must be symptom free for 24 hours before returning to school. The school reserves the right to request a physician's note prior to the student returning to school. _____
26. When notified that my child is sick, I must pick up my child within one hour after notification. If my child has not been picked up within the hour a late fee of \$1 every minute will be charged. _____
27. In the event of a serious health concern, I will be contacted immediately, as will medical help if deemed necessary by a staff member. In the case of an urgent medical emergency, an ambulance will be called and my child will be taken to the hospital (accompanied by one of the staff members). I am responsible for all costs associated with any emergency services that are incurred. _____
28. I must provide healthy snacks and lunches for my child daily and agree not to send "refined sugar" snacks or drinks. I will send a labelled reusable water bottle in addition to any other beverage provided. _____
29. I will not send nuts or any food with nuts added to it to school with my child. I understand that the school will not serve my child any nut product even if my child is not allergic to nuts but will, instead, replace it with a snack that is on-hand at the school such as pretzels, crackers, cheese, or other item that the school determines, from my child's record, that he or she is not allergic to. _____

30. I understand that if I have concerns about the school’s policies and procedures I can contact the School Administrators, CSA Management, and/or the CSA Board’s School Liaison. _____

31. I understand that the policies and procedures set forth in this handbook are reviewed and approved by the CSA Board of Directors. _____

I have read and understand the above information as well as the complete text of the Parent Handbook and agree to abide by all Carl Schurz School policies and procedures.

Signature of Mother/Legal Guardian and Date:

Printed Name of Mother/Legal Guardian:

Signature of Father/Legal Guardian and Date:

Printed Name of Father/Legal Guardian:
