



**Carl Schurz School
Parent Handbook
2024-2025**

Contact Information

School Address

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Email Contact Information

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Director Email: director@carlschurzschool.com

Director Phone: +49 172 340-5865

CSA General Manager Email: gm@csafrankfurt.com

About Carl Schurz School

Organization

The Carl Schurz School (CSS) is an English-speaking nursery and preschool operated under the umbrella of the Community Support Association (CSA) and overseen by the CSA Board. It is a not-for-profit organization established to provide American-style preschool services and childcare activities to members of the U.S. Consulate community and select fellow foreign diplomatic missions.

A high-quality early childhood educational program is vital to enhancing a child's self-esteem, self-control, and long-term academic success. To ensure that the Carl Schurz School provides the highest standard of education and upholds its policies, the CSA Board works directly with CSS to review school standards, policies, and practices. The CSA Board appoints a school liaison, whose role is to maintain regular contact with the school's administration and act as a point of contact between the CSA Board and CSS. CSS 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 provide, as well as the safe on-site atmosphere that has been established on the Siedlung since 1983. Education, creativity, safety, and explorative learning are our top priorities.

Program Philosophy

Each child enrolled at CSS has an individual personality and comes from a unique background. We strive to meet every child's individual needs 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 allow 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

Morning Care:	07:30–09:00
Preschool:	09:00-12:00
Lunch Buddies:	12:00-15:00
Aftercare:	15:00-17:30
Bus Pick Up:	15:30-17:30

Drop-in Care

Drop-in care may be available on an as-needed basis. Please be advised that your drop-in must be approved by the CSS Registrar and arranged at least 48 hours in advance and is contingent upon availability of space in the relevant classroom and staffing considerations.

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 or tuition refunds for unforeseen school closures.

School Closure Days

The CSS calendar is provided to every parent during their enrollment process. The school calendar outlines school events and includes a listing of school closures and seasonal breaks. All reminders about upcoming school closures, holidays, and events are communicated through the teachers' weekly newsletter. CSS will be closed on the following holidays and seasonal breaks:

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)
Pentecost Day (DE)
Whit Monday (DE)
Memorial Day (US)

Seasonal Breaks:

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

School Closure: Daycare Options

Additional camps may be offered during extended school closures, when staffing is available. These dates are noted on the CSS 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

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

Registration

CSS 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 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.

CSS does not require an entrance exam for admission. Parents with children with educational, social, or developmental concerns should discuss these concerns with the CSS Director before the child's admission to 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, CSS 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 the children. If admission of a child is denied, then the school will provide information on external resources that may be available as alternatives.

Enrollment

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

- Welcome Letter from the School Director
- Placement Information
- Registration form
- Tuition Agreement
- Current School Year Calendar
- Activity Authorization
- Photo Release Form
- Consent for Medical Treatment/Liability Waiver
- Limited Medical Power of Attorney for Emergency Treatment
- Emergency contact form
- All About Me Form
- Parent Handbook (to be signed)
- Information about Kaymbu/COR Advantage

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

Children with Disabilities or Special Needs

Due to limited resources, CSS 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 set up between you, school] staff, and the CSS 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, CSS 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. In order to continue to hold your child's spot, you may be required to continue paying tuition after 60 days.
3. Upon receipt of an appropriate expert evaluation the school administration and the CSA Board will review the evaluation as well as the information collected by the school staff and decide if the school can adequately accommodate your child. The final decision will be made by the CSA Board.

Tuition Information

CSS 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, travel, vacation, or other reasons. 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. CSS only prorates months at the beginning and end of the school year. Monthly bills are based on the 180 days students attend school annually and therefore do not change during months with more or fewer days of school.

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. These receipts may be useful for parents' Dependent Care Flexible Spending Accounts (DCFSA) or other purposes. This request should be emailed to registrar@carlschurzschool.com with at least one week's 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 CSS 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 as your child on September 30.

CSS bases its staff member to student ratio and classroom size on the National Association for the Education of Young Children's (NAEYC) guidelines. The ratios are as follows:

- Children in our Nursery class will have, at minimum, one staff member per four children.
- 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+) and 4's class (4 years old+), will have, at minimum, one staff member per ten children.

CSS may offer exceptions for the age-based 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 this combination of groups, ***ratios for groups outside of the 0:900 12:00 preschool class time mean that wait lists for morning care (07:30-09:00), daycare (12:00-15:00), and aftercare (15:00-17:30) often occur before wait lists for specific classes in preschool (09:00-12:00).***

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 CSS 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, CSS will contact you to determine the 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 CSS visitors 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 sign in when they arrive at 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:

- When picking up your child, collect their 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. If the school is unable to reach you, 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 parents' responsibility to synchronize their watches with the school clock. Late fees will be assessed based on the Carl Schurz School's clock.
- 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 CSS 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 fobs 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 CSS 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. CSS 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 at our school or classroom activities sent to staff members' personal email accounts or phone numbers. The school has provided each classroom and each administrator with an official 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 to 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

CSS strives to provide your child with a pleasant atmosphere in which to interact with other children and adults. Each classroom has rules and consequences for inappropriate behavior. These rules and consequences are 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 CSS 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 CSS 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 CSS, in consultation with the CSA Board, 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.

Disenrollment Policy

CSS reserves the right to disenroll a student for late payments, late pickups, health reasons, discipline problems, accommodation 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 CSA Board on a case-by-case basis.

Early Withdrawal

Early withdrawal from CSS requires at least 30 days' notice; exceptions may be made for an unexpected Permanent Change of Station (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 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 CSS 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 the 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 medically 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.

CSS 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, get muddy or wet, or get covered in paint or other craft supplies. All children should have at least one 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 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 at least 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 with a healthy snack and drink each day. Lunch is also required if your child remains at school past noon. 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 labelled with their name. Please do not send any “refined sugar” products to school in your child’s snack or lunch (this includes products such as candy and soda).

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. CSS staff reserves the right to withhold snacks if the snack provided from home poses a safety risk, a choking hazard, contains nuts or nut products, 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, the difficulty of keeping children from sharing food (even though the school does not allow sharing of food), and the dangers of contamination of surfaces. 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 sick children home, keeping our school disinfected, and frequent hand washing. We understand that receiving a call from the school asking you to come and pick up your child can be a serious disruption to 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 without the use of medication for 24 hours before returning to school and should be able to fully participate in all activities. Remember that symptoms of illness such as fever, diarrhea, and lethargy are often cyclical and it is possible that symptoms may have receded by the time you pick up your child, or later that day, but your child must still remain home for 24 hours after the end of their symptoms before returning to school.

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, but preferably as soon as possible in order to reduce exposure to other children and staff. If the child has not been picked up within the hour, a late fee of \$1 per minute 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 and taken home 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 any required payment. The school reserves the right to cancel field trips. If the trip is cancelled by the school, a refund will be issued to the parents. If a child is not able to attend after payment for a trip has been made, the fee may not be refundable contingent on the field trip venue's cancellation policy.

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.