



New Garden
FRIENDS SCHOOL

Sunrise

(Kindergarten)

Handbook

2022-23

Sunrise (Kindergarten) Handbook

Welcome to the Sunrise class at New Garden Friends School. This class has children ranging in age from almost five to almost seven years old. We believe that school should be a place where children feel safe, nurtured, and are able to learn at their own pace. We also believe that education is a partnership between families and the school community. We welcome your involvement, interest, and support.

For the most up-to-date health information throughout the year, please consult the NGFS COVID-19 Handbook located on our [website](#). We will continue to use a rigorous, layered approach to COVID-19 mitigation, introducing and revising strategies in response to current data and trends.

Contact Info:

Cara Kiser, ckiser@ngfs.org

Lanae Medley, lmedley@ngfs.org

Arrival and Dismissal

Sunrise Door Opens	Arrive by	Class Begins	Dismiss	Pickup	Pickup Location	Time sent to Extended Care
8:00 a.m.	8:25 a.m.	8:30 a.m.	2:45 p.m.	2:45 p.m.	At the classroom	3:00 p.m.

Drop-Off and Pick-Up Procedures

- You will be given a name card to display on your car window visor. Please be sure to clearly display this card on the visor in the morning and afternoon; we appreciate your assistance in helping drop-off and pick-up run smoothly and efficiently.
- Drop-off will begin at 7:30 a.m. for [Extended Care](#) and 8 a.m. for the regular school day and will continue until 8:25 a.m. Please plan to arrive during this window of time.
- Please pull around and park in the spaces behind the Sunrise classroom building (Parker Young). Parents/guardians of Sunrise students can walk their child over to the sidewalk near the Parker Young building and take a minute at this transition point for a quick goodbye hug. A staff member will be present to escort your child to class.
- If your child arrives late, please bring your child to the office and sign them in. Your child will be escorted by staff to their classroom.
- Dismissal is at 2:45 p.m. We ask that if you arrive a few minutes early, you wait outside as we bring the school day to closure. As we see, through the window, which parents/guardians have arrived, we dismiss children a few at a time in order to avoid traffic jams and chaos at the cubbies. If someone other than the parent/guardian is picking up, please make sure the person you send is on your

authorized pick-up list in [ParentsWeb](#). Instruct them to have identification with them; staff will check the ID of anyone unknown to them.

- If you must pick your child up before school is over, please come by the office to sign your child out. If this early pick-up is for a scheduled appointment, please coordinate with your student's teacher in advance so they will have their belongings packed and ready to go at the designated time. If someone other than the parent/guardian is picking up early, please make sure the person you send is on your authorized pick up list in ParentsWeb.
- Please email your student's teacher if they will be absent. If an extended absence from school is necessary, prior permission (at least a week in advance) must be obtained from the Division Head so that arrangements can be made for work. After contacting the Division Head concerning a protracted absence, parents/guardians of students in K-6th grades should contact teachers for assignments.

Extended Care

- Morning care is offered from 7:30-8 a.m.
- Afternoon extended care runs until 6 p.m.

Parking Lot Safety

Please help us keep everyone safe by observing the parking lot rules.

- When driving in our driveway or parking lot, please do not use a handheld or hands-free phone. Phone use, even hands-free, can distract drivers and make accidents more likely.
- Please drive slowly and slow down for speed bumps.

Social Curriculum

The social curriculum at NGFS flows directly from a book written by Ruth Sidney Charney called "Teaching Children to Care: Management in the Responsive Classroom". For more information, please ask a teacher to help you locate a copy. This curriculum helps students become empathetic, ethical thinkers as they learn to interact successfully in the school environment.

- We value the social curriculum as an integral part of our overall program.
- Positive social interactions and a strong sense of community enhance cognitive growth.
- There is a set of social skills that students need in order to be successful academically and socially: cooperation, self-advocacy, responsibility, empathy, perseverance, self-control, and peaceful conflict resolution skills.
- Knowing the students we teach individually, culturally, and developmentally is essential to students' education and to developing community.
- Knowing the families of the students we teach and inviting their participation is essential to students' education and to developing community.
- Adults model the above skills through positive interactions with each other and with students.

At New Garden, we use centering as a time to regain self-awareness and self-control and to prepare oneself to return to a group or activity fully ready to participate. During this time, students reflect on the reasons they needed a centering so that they can take responsibility for their behavior during the brief, quiet chat with the teacher at the end of the centering period (2-3 minutes).

For behaviors that involve physically hurting another child, centering will be longer, possibly in the office, and parents/guardians will be notified so that follow-up conversations can happen at home. Depending on severity, students may be sent home for the remainder of the day.

A student who is having difficulty following the classroom guidelines may talk with the Division Head about the exhibited behavior and make a plan for improvement upon transition back to the classroom. Using the restorative practices model, we focus on finding solutions, applying logical consequences, and providing opportunities for reflection. The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and restoring relationships. Natural consequences for serious behavior may include writing an apology note or missing a school activity or field trip. A student demonstrating disruptive behavior may be asked by the Division Head or Head of School to remain at home until a plan can be put in place to help the student safely transition back to the classroom. If necessary, Student Threat Assessment Procedures (STAP) will be initiated (see Appendix, All School Handbook).

Snack and Lunch

Students may bring lunch from home or order through www.myhotlunchbox.com for contactless delivery. For a snack, healthy items such as fruit, vegetables, cheese, and crackers should be brought from home. If you send fruit, please be sure that your child can eat it independently as there will not be time to peel fruits or vegetables. Please help your child practice opening containers and choose containers that your child can easily open and close. This is especially important to reduce the number of items students and teachers touch each day. Be sure to label your child's lunch box and any plastic containers so that we can return them to you if they are lost. We suggest sending a small ice pack in the lunch box to keep items cold. If you pack items to be eaten warm, please use a thermos as we are not able to heat food for each child. Please do not send desserts, candy, soft drinks, or glass containers.

Clothing/Dress Code

Children should dress in play clothes and comfortable shoes with good soles that protect them and stay on their feet (e.g., tennis shoes). Please do not send your child to school in flip flops. When you choose clothes for school, please keep in mind that our activities include painting and outdoor play. Each child should have a complete change of clothes at school (including top, bottom, underwear, and socks) in a ziplock bag. These will be kept in the drawers in the bathroom. The clothes and bag should be labeled.

We will be outside as often as possible. Time spent outdoors is vital to children's well being and we will be outside often, even in the cold weather. Please be sure your child is dressed appropriately for the weather. Raincoats are helpful on rainy days. If your child wears rain boots, please send a change of shoes for classroom wear. Please do not send in umbrellas.

Personal Possessions at School

- We ask that children leave all toys at home. For rest time, students are allowed to bring in one small stuffed animal and a regular-sized bath towel.
- We ask that students take their rest towel and stuffed animal home each Friday, have it washed, and then bring it back to the classroom the following Monday.

Birthdays

- Parents/guardians may send in birthday treats for the class and are welcome to visit the classrooms to be part of the birthday celebration.
- Balloons, party favors, etc. should be kept at home for the child's at-home celebration.
- Because we want to give students with summer birthdays equal attention, we will celebrate "half-birthdays" for students with birthdays between June 1 and the start of the next school year. For example, if your child's birthday is July 23, please check in with your child's contact teacher before January 23.

- We know that it is difficult and often impossible to have at-home birthday celebrations that include the whole class. Please be advised that not being invited to a birthday celebration can be devastating to children at this developmental level. Please send invitations through the mail or outside of school and ask your child not to discuss preparations/plans at school in order to protect classmates' feelings. Please refrain from bringing in gifts for parties or sending in thank you notes that are only for party guests. Gifts and thank you notes should be taken care of outside of school.

Visitors and Volunteers

We welcome parent/guardian volunteers in our classrooms. All volunteers are required to complete a background check done through NGFS. Please check in with teachers to learn more about volunteer opportunities. Classroom volunteers are expected to maintain confidentiality.

Questions and Communications

Please read email communications from NGFS as they contain important information. Families should check the Community Newsletter which is emailed weekly. In the newsletter, Rainbow teachers will provide a weekly update informing you about classroom learning, special events, field trips, and other announcements. The newsletter will also provide you with information on whole school events and calendar reminders. The NGFS website posts a whole school calendar and other whole school information. We will regularly share photos through Vidigami. Please subscribe to the NGFS mobile app and enable notifications. Rainbow teachers will periodically send reminders through the app about class events.

Please talk with us about any questions or concerns that you have. We can chat by phone, or if an extended time is needed, we can set up a conference before or after school. At the Hopes and Dreams conference in September, we will meet for you to share information that will help us learn more about your child and your family. In December and June, you will receive written evaluations of your child's progress.

If you wish to talk with us, you may call the office and leave a message on our voicemail so that we can call you at a convenient time. We check our messages at the end of the school day. We will also communicate via email. Emails will be responded to within 24 business hours.

On Tuesday, Sept. 13, from 6-7 p.m., we will have a required parent meeting to familiarize parents/guardians with the Sunrise class.

Opportunities for Teacher Conferences:

Hopes and Dreams Conference: Friday, Sept. 2

End of 1st Trimester Conference: Friday, Dec. 9

End of 2nd Trimester Conference: Thursday, March 2, and Friday, March 3

Learning Support

At NGFS we value diversity in all of its dimensions, and we understand that no child will develop academic skills at exactly the same pace or in the same way as his or her classmates. Our learning, reading, and math specialists provide small group instruction to students who may need to work at a different pace or have material presented in an alternative manner. Occasionally, the support we offer is not sufficient to meet a student's need, and outside assistance may be necessary. In these cases, one of our learning specialists or your child's teacher will request a conference with parents/guardians and teachers to discuss next steps.

Field Trips

We will travel in buses. Parents/guardians will be notified when students are going off campus. Travel between campuses and to New Garden Friends Meeting is not considered off-campus. Background checks are required for any parent/guardian volunteers, including field trip chaperones.

Technology

Computers, iPads, and Internet access are available to be used as tools to enhance student learning. Teachers will use technology when appropriate for the class curriculum.

Each year, parents/guardians must review and sign the Acceptable Use Agreement (AUP), which is part of the Student Information form that is completed when students enroll or reenroll each year. Please take time to review online safety issues with your child.

Students are not allowed to have cell phones or other handheld "entertainment" devices on campus. Students may not bring their own technology devices, such as a laptop, iPad, Nook, or Kindle to support school work.

Families are asked to respect and guard the privacy of students and other community members by not posting names or photos on social media sites without specific permission. Some families do not allow their child's picture to be posted anywhere on the Internet. Please respect this.