



# New Garden

## FRIENDS SCHOOL

# Sunrise

(Kindergarten)

# Handbook

# 2024-25

Guided by Quaker values, New Garden Friends School is committed to being an inclusive, educational community that honors and develops each person's gifts.

## 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.

### Contact Info:

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Jen Boyle (she/her), [jboyle@ngfs.org](mailto:jboyle@ngfs.org)

Lower School Division Head: Genny Smith (she, her): [gsmith@ngfs.org](mailto:gsmith@ngfs.org)

### Arrival and Dismissal

Door Opens	Class Begins	Dismiss	Pickup	Pickup Location	<a href="#">Extended Care</a>
7:45 a.m.	8:00 a.m.	2:45 p.m.	2:45-3 p.m.	Classroom	begins at 3 p.m

The classroom opens at 7:45 a.m. each day. Timely arrival and attendance at Morning Meeting are important for several reasons:

- We have a school-wide social curriculum that is grounded in Morning Meeting. This curriculum is designed to ensure a warm, safe, and rich learning environment here. When your child is late, they miss this critical (and fun) component of our school day.
- Promptness helps your child make a smooth transition into the school day because it allows them to focus attention on the classroom, peers, teachers, and the potential learning adventures before plunging into daily activities.
- Morning Meeting is the time for introducing to the children new subject matter and new materials, activities, and physical changes in the classroom. Understanding and recognizing new possibilities are essential for your child to make the most of their day.
- Arriving before Morning Meeting allows your child to take care of morning routines, such as putting away their cubby materials, in a non-disruptive manner.

### Drop-Off and Pick-Up Procedures:

- You will be given a name card to display on your car visor. Please be sure to display the name card in the morning and afternoon; we appreciate your assistance in helping drop-off and pick-up run smoothly and efficiently.
- Drop-off begins at 7:30 a.m. for Extended Care and 7:45 a.m. for the regular school day. **The school day begins at 8 a.m.**
- Please pull around and park in the spaces behind the Sunrise classroom (Parker Young building). 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 you choose to walk your child to the classroom door, that is fine with us.

- If your child arrives late, please bring your child to the office and sign them in. An adult must accompany your child to the office. Your child will be escorted by staff to their classroom.
- **Sunrise dismisses at 2:45 p.m.** At dismissal, we will open the classroom door, and you may pick up your child from the classroom. If you arrive before dismissal time, please wait outside the Sunrise classroom and do not knock on the door.
- If someone other than the parent/guardian is picking up, please make sure the person is on your authorized pick-up list in ParentsWeb (FACTS Family Portal). Instruct them to have identification with them; staff will check the ID of anyone unknown to them. (Please note that changes in ParentsWeb may take up to 48 hours to update.)
- If you must pick your child up before school is over, please go to the office to sign your child out. If 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 both teachers if your child will be absent. Please also include Renee Gaunt, Lower School receptionist, at [rgaunt@ngfs.org](mailto:rgaunt@ngfs.org).
- If an extended absence from school is necessary, communicate with the Division Head at least one week in advance 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** (see [Extended Care page](#) for information)

- Morning care is provided from 7:30-7:45 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 and following the directions of staff who assist with arrival and dismissal.

- When driving in our driveway or parking lot, **do not use a handheld or hands-free phone**. Phone use, even hands-free, can distract drivers and make accidents more likely.
- Drive slowly and slow down for speed bumps.
- Use caution when backing out of parking spaces.
- Be mindful of adults and our students going to and from their classrooms in the morning and afternoon. Please do not let your students run ahead of you when leaving or going to their vehicle.
- Follow directions from staff during dismissal times. When a car is coming out, or when the car line is full, we will hold cars at the stop sign.

## Social Curriculum

The social curriculum at NGFS is guided by a book written by Ruth Sidney Charney called "Teaching Children to Care: Management in the Responsive Classroom." 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.

## **Centering**

Each class at NGFS makes its own set of guidelines. Students have a voice in developing the guidelines for their classroom which deepens their investment in carrying through with them.

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 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**

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. 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.

Families have the option to order hot lunches through My Hot Lunchbox, which partners with local restaurants to deliver nutritious meals to schools. Visit the [Back to School page](#) for more information and directions for creating an account and placing orders. If you have questions, please contact My Hot Lunchbox at 888-894-8295 or [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com).

### **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. Students are allowed to bring in one small stuffed animal for rest time.
- We will send their rest towel and stuffed animal home each Friday to have it washed and then returned to the classroom each Monday.

### **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.

### **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 have a background check done through NGFS. Please contact the Division Head to complete a background check. Please check in with teachers to learn more about volunteer opportunities. Classroom volunteers are expected to maintain confidentiality.

Volunteers must sign in at the office and receive their visitor badge. At the end of their volunteer time, they must return to the office to sign out and return the visitor badge.

## Guilford Campus Outdoor Play Guidelines

We welcome our families to use the **Upper Playground** (playground that has the structure, located behind the parking lot fence) after school dismisses. In order to be truly welcoming to everyone, we need to remember that our community includes people with different abilities and interests. To keep everyone safe and to be consistent with the expectations that students have during the school day, please follow these guidelines and help your child(ren) with reminders when needed.

Our Lower School classes have staggered dismissal times. ACG dismisses at 2:30, followed by Sunrise at 2:45, Rainbow at 3:00 and Horizon and Galaxy at 3:10. Consequently, older classes are still going on while younger students have been dismissed. Additionally, dismissal for Horizon and Galaxy takes place in the playground area (Horizon on the sidewalk to the left and Galaxy by the fence gate); therefore, we ask that children who have been dismissed stay on the lower side of the Upper Playground structure area (away from the parking lot). Please be aware that later in the afternoon, Extended Care may bring a group of students onto the upper playground.

When parents/guardians remain after school to visit with other families and let their children enjoy the playground, it is imperative that they carefully supervise their children and ensure they are following our outdoor play guidelines as follows:

### Boundaries and Manners

- All activities should be inclusive and played in the spirit of caring.
- All children should be actively supervised and within sight of the adult responsible for them at all times.
- Shoes should be worn while outside and on the play structure.
- Children playing on the sidewalks should stop playing and move to allow people to pass.
- Please keep play activities out of the covered walkways and off the railing by the walkway ramp.
- Please ask children to stay out of the landscaped areas and off the brick wall by the covered walkway. Leave items in place; do not move the big rocks or stepping stones by the landscaped areas.
- Picnic tables are for sitting, not standing or jumping.
- Students are not permitted to climb or hang from trees on campus.

### Play Structure

- Climbing should only be done on the inside of the play structure.
- There should be no climbing on the outside areas of the structure, including on top of the tunnel.
- Do not jump off the top level of the play structure.
- Slide down slides only, feet first. Do not walk up the slides.

### **Materials/Toys**

- If building or playing with sticks, make sure they are not larger than your pinky finger.
- Keep flying objects (balls, frisbees) under control. Do not randomly toss or kick objects.
- When you leave, please return the balls to the storage box located on the sidewalk above the back playground.
- Please keep the sand and sand toys inside the sandbox. If your family is the last group on the playground, please cover the sandbox at the end of use.

**A Child's Garden Fenced Play Area:** This area is only for A Child's Garden (preschool, pre-K) students during the school day and after school for ACG Extended Care.

**Lower Playground:** Reserved for Extended Care only 2:30 p.m. to 6 p.m.

### **Questions and Communications**

Please read email communications from NGFS as they contain important information. Families should read the Community Newsletter which is emailed weekly. The newsletter includes a link to the [Sunrise Class News page](#), which includes weekly class news, upcoming events, class resources, and class emails and announcements. Parents/guardians access this page using the same login information as is used for [ParentsWeb](#) (FACTS Family Portal). The newsletter also provides whole school news. The school calendar is posted on the [NGFS Calendar page](#) and on the NGFS mobile App. Please use the App and subscribe to the Sunrise group. Be sure you have notifications enabled; we will 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. 10, from 6-7:30 p.m.,** we will have Lower School Parent Night. The evening will begin in the gym where administrators will share whole school information, followed by classroom information presented by teachers in the classrooms.

### **Opportunities to Conference with Teachers**

Hopes and Dreams Conference: Friday, Aug. 30

End of 1st Trimester Conference: Friday, Dec. 13

End of 2nd Trimester Conference: Thursday, Feb. 27 and Friday, Feb. 28

### **Field Trips**

At New Garden Friends School field trips are a vital part of the school curriculum. Students are able to learn in much greater detail when they not only study a subject in class, but also visit a location that reinforces and enhances the subject matter.



Parents/guardians will be notified when students are going off campus. Travel between campuses and to New Garden Friends Meeting and Guilford College are not considered off-campus.

Background checks are required for any parent/guardian volunteers, including field trip chaperones. Please contact the Division Head to complete a background check.

## **Technology**

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

Each year, parents/guardians must review and sign the Acceptable Use Agreement (AUP), which is part of the ParentsWeb Student Information form that is completed when students enroll or reenroll. 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.