



# Summer Program Handbook

**2012**



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***CDSA and Summer Programs***

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## ***School Mission***

The mission at CDSA is to educate the whole child; thus we endeavor to nurture every heart and challenge every mind through the experience of meaningful inquiry.

## ***Summer Program Philosophy***

The CDSA Summer Program is designed to provide children with an active and safe environment blending academics, arts, science and physical activities. Through thematic units and special programs, our goal is for students to make friends, learn new things, and most importantly, have a great time.

## ***Nondiscriminatory Policy***

Country Day School of Arlington admits qualified students without regard to race, color, and national or ethnic origin.

## ***Summer Program Staff Biographies***

### **Charlotte Ayers-Scott, Teacher**

Charlotte is a Montessori certified teacher at CDSA working with the toddler students. She is in her ninth year at CDSA and has a daughter, Kyler, who is a Country Day first grade student.

### **June Dunbar, Teacher**

June is a seasoned early childhood teacher of 30 + years and has taught at Country Day for 9 years. She has a Bachelor of Science degree in Elementary Education and Early Childhood as well as Texas State Certification in Elementary Education (PK-4<sup>th</sup> grade) and ESL supplemental and was Teacher of the Year in 2008.

### **Sue Ebrahiem, Teacher**

Sue is a Montessori certified teacher at CDSA and has more than 22 years of experience. She has been working with the program for ten years and loves working, teaching, and nurturing kids in a fun environment. Sue has two children: Lisa, a student at the University of Texas at Arlington, and Nathan who is entering the 9th grade.

### **Diedre Freisleben, Extended Day & TA**

Diedre joined the Extended Day team in March, 2012. She earned her BFA from the University of Texas at Arlington in 2010. Currently, she is working toward her M.EdT with a focus on early childhood education at UTA. She has over two years of active experience working preschool age children. She will lead the music/art component this summer.

### **Joyce Hunt- Head of School**

Joyce has 30+ years experience in education with 14 years in administration and leadership. She received her MS from St. Stephen's Bible College in Early Childhood Education and her BS from Andrews University in Elementary Education with a minor in Science. Joyce enjoys biking, traveling, cooking, golfing and spending time with her family.

### **Sarah Mendez, Spanish Teacher**

Sarah attended New Mexico State University studying Art history, Photography & Spanish. Sarah worked from 2004-2007 at the Hearing School of the Southwest working with pre-k students. She joined CDSA Spring of 2010 leading the Spanish program. She also is a substitute teacher, summer program instructor as well as supports the Extended Day program. Sarah and her husband, Rueben have two sons age 10 and 12.

### **Sallie McCall, Teacher**

Sallie has 30+ years of teaching and is a Montessori Certified teacher. Sallie graduated from Texas Wesleyan College with a BS in Psychology and a minor Early Childhood Education. Sallie enjoys spending time with her family, husband Mike, daughter Kelli, and son Mac.

### **Kathryn McNorton, Teacher**

Kathryn is a lead Toddler Teacher, Extended Day teacher and will lead the Music Program for 2012-13. Kathryn earned a Bachelor and Masters Degree in Social Work. She enjoys traveling, shopping and spending time with her friends and family.

**Weslyn McNorton TA**

Weslyn joined the Extended Day staff in spring of 2012 working with the Toddler and Transitional classes. She has a BBA in Business Management and an AS in Accounting & Secretarial from Southwestern University. Weslyn and her husband Jonathan have three children. She enjoys meeting people, traveling and volunteering at church.

**Farhana Nusrat, Teacher**

Farhana is a Montessori certified teacher and has been working at CDSA for nine years. She has three children, Rashmee, a graduate of SMU, Quazmee, who is completing his senior year of college at Texas A&M, and Tahsin, entering 10th grade.

**Heidi Pulido, Business Manager**

Heidi is joining the Country Day team. She received a Bachelor of Science degree in Early Childhood Education from the University of Texas at Arlington and a MBA from Rice University. She enjoys reading, watching movies, and listening to all types of music. Heidi and her husband, Anthony, have a 5-month-old daughter, Catherine.

**Sangeeta Shah, Teacher**

Sangeeta is a Montessori Certified Teacher and has worked as a lead teacher in the Toddler/Transition classrooms for four years. She has a BS in Business Management. Sangeeta and her husband Avnish have a daughter, Khiloni (a previous CDSA student), who will be entering 9th grade next school year.

**Kelsey Shannon, Extended Day & TA**

Kelsey also joined CDSA in the fall of 2010 as an Extended Day staff member and is currently a lead teacher in that program. She is currently a student at the University of Texas-Arlington majoring in Math.

## ***Summer Program 2012 Important Dates***

<b>Monday, June 4<sup>th</sup>:</b>	First Day of Summer Program
<b>Wednesday, July 4<sup>th</sup>:</b>	Independence Day holiday – No extended day
<b>Wednesday, July 27<sup>th</sup>:</b>	End of Summer Program celebration
<b>Friday, August 3<sup>rd</sup>:</b>	Last Day of Summer Program

### ***Absence Policy***

If your child is sick or is going to be late, please call the front desk (817-275-0851) by 8:15 a.m. If absences are anticipated before they occur, please notify Joyce Hunt-, Head of School. Make-up days for days missed will not be permitted.

### ***Accidents***

In instances where children are hurt, parents will be contacted as soon as possible by the school. An accident/incident report will be filled out by the attending teacher and emailed. A hard copy will be given to the parents at pick-up. If immediate medical attention is needed, students will be taken to Cook Children's Hospital in Fort Worth.

### ***Arrival and Dismissal***

All students are to arrive no earlier than 8:00 a.m. If students arrive earlier than 8:00 a.m., their parents should accompany them to morning Extended Day. **Under no circumstances are parents to allow students to walk unescorted to their classrooms.** No food or drink may be brought into the classrooms at morning arrival.

Students may be picked up in front of the school at 3:30 p.m.

In order to ensure a safe and secure dismissal, the school requires driver's license identification numbers of the parents and/or any individuals permitted to pick up each child at the end of the day. Parents will give the school their child's regular pick-up routine upon enrollment into the Summer Program. Please notify the school in writing if there will be a change in the regular pick-up routine for your child.

If you are late picking up your child, he/she will automatically join the Extended Day program, and you will be invoiced on a per-minute basis (10 cents per minute).

### ***Behavior Expectation Policy***

When a child is having a problem in the classroom we use redirection to guide the child to a new activity, conflict resolution techniques to solve the problem, and positive reinforcement to encourage the appropriate behavior. At times it may be necessary to remove the child to a quieter place in the room so he/she can calm down before joining the group again. In these circumstances the responsibility is placed back on the child to decide when they feel they are ready to rejoin the group. Children are encouraged to label their feelings and are helped to find appropriate ways to handle different situations.

## ***Birthdays***

Invitations to birthday parties off campus may be distributed in class only if all students in the class are invited. If a birthday celebration is planned during the school day, parents should make arrangements for their child's celebration directly with the teacher.

## ***Communications***

Summer Program communication and updates will be made available through:

- Email
- Parent bulletin boards in foyers
- Weekly *News To Use*

## ***Discipline***

Discipline will be consistent, appropriate to the level of child's understanding, praise and encouragement, reminding, redirecting and separated time-outs will be methods used.

## ***Extended Day***

Morning Extended Day is available from 7:00 –8:00 a.m. Afternoon Extended Day is offered from 3:30 - 6:00 p.m. You may enroll in Extended Day on a regular basis for a weekly fee or as a drop-in, as needed (rate is ten cents per minute).

In order to ensure appropriate coverage, children **may not be dropped in without confirming a space** with the front desk in advance. You may reserve a space up to 3:00 p.m. the day that care is needed, as long as space is available. The safety of all our children relies on manageable ratios (as well as ratios that comply with State of Texas standards). **If your child is not picked up on a timely basis and must be taken to Extended Day, the drop-in rate fee applies.**

**Parents picking up their children after 6:00 p.m. will be charged \$1 for every minute after 6:00 p.m.**

### **ED Snacks**

Afternoon snacks are provided daily. Morning care students are allowed to bring breakfast when they arrive before 7:45 a.m.

### **ED Discipline**

The discipline system applies in Extended Day. Extended Day privileges may be revoked for repeated violations of Summer Program rules.

### **ED Emergency**

The Extended Day Staff can be reached by cell phone (817/253-9994) after the main switchboard is closed at 4:30 p.m

## ***Financial Policy***

Summer Program tuition is due on Monday mornings. Students who have not paid their tuition by noon on Tuesday will not be allowed to attend class until their tuition has been paid. Please drop your payment in the office .

## ***Hours – Office***

Summer office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. If you need to reach a member of our staff after hours, you may call 817-253-9994, and a member of our Extended Day staff will assist you.

## ***Hours – Summer Program***

Full Day	8:15 a.m. – 3:30 p.m.
Half Day	8:15 a.m. – 12:30 p.m. (12:00 pm for Toddler students)

## ***Illness***

If a child reports he/she does not feel well and/or has a fever of 99.5 degrees or higher, the child will be removed from the classroom and parents will be contacted from the Emergency Contact Information Form to come pick the child up.

A child should not return to school until he or she has been free from fever for **at least 24 hours without** the aid of a fever-reducing product.

A child should be kept at home if he/she shows any signs of illness (fever, sore throat, vomiting, green nasal discharge, etc.). If a student has an infectious illness, a note from the doctor stating the child is free from contagion and is ready to return.

Please refer to Medicine section for policies regarding medication.

## ***Lice***

In order to prevent infestation, students who are found to have lice must remain home until they are nit-free. Additionally, children who have previously been sent home will be checked for infestation upon return to school. Parents of all students in a classroom where lice have been detected will be notified immediately.

## ***Lunch***

The way you pack your child's lunch can make a difference in how much is eaten and how much is thrown away. A very important thing to remember is to not pack more than your child will eat.

Important lunch/food tips:

- Please use cold packs/icepacks to keep lunches cool. We are very limited in refrigerated storage space for lunches.
- Help your child make healthy choices for breakfast, and make sure that breakfast is finished before entering the classroom.
- Please send your child's lunch in easy-open containers.

## ***Medical***

All students must have current medical information on file, no exceptions! The Medical Information & Consent Form *must be* signed by your child's pediatrician.

## ***Medicine***

In some instances a student may need medication during the day.

- Prescription medication must be clearly labeled in its original container and accompanied by a statement signed and dated by the doctor explaining dosages.
- Over the counter medication may be dispensed with signed permission from the parent/guardian. Parents need to sign the Medication Authorization Form located at the front desk.
- All medication is administered by a lead teacher or administrator. Signing the medical authorization form is mandatory.
- Children are not allowed to have possession of any prescription or non-prescription medication at Summer Program.
- Telephone calls concerning any of these matters will not be considered sufficient.
- Any student needing the use of an inhaler must provide a note from the doctor to be kept on file at the front desk. The inhaler must be kept with all other medications to be administered. It will be made available as needed per the doctor's instructions.

## ***Personal Items***

Parents must label all clothing, backpacks, and lunch kits. Please remember that other students may possess some of the same items. Please periodically check Lost and Found located outside the gym.

Students are not allowed to bring radios, cameras, or other electronic items such as CD players, Nintendo DS systems, IPods, MP3 players, or other expensive items onto campus. This includes cell phones and pagers. Toys are not allowed at school, except at a teacher's request. Students are never allowed to bring toy weapons or replicas on campus.

## ***Phone Calls/Messages***

Phone calls for staff will not be transferred during the day (8:00 a.m. to 3:30 p.m.) unless there is an emergency. Parents may leave a message with the front desk.

## ***Snacks***

In addition to providing a lunch daily, parents are asked to provide a *light* snack for consumption mid-morning. This snack is not intended to provide breakfast for your child. This is simply a "little something" to tide them over until lunch time. We suggest graham crackers, fruit, Goldfish or some other type of light snack.

## ***Tardiness***

Summer Program activities begin at 8:15 a.m. We will not postpone special events for students who are late.

## ***Weather Related Closing***

In the event that inclement weather forces the closing of school or a delayed opening, the following television stations will broadcast the announcement at regular intervals:

KXAS Channel 5  
WFAA Channel 8  
KTVT Channel 11

Please listen to the stations to secure information regarding the closing or delayed opening of school. Decisions regarding open, closing or delaying school will be made by 6:30 a.m. Additionally, school closings will be posted on our school website by 6:30 a.m.

## ***Website***

CDSA's website ([www.cdsa.org](http://www.cdsa.org)) is designed to enhance communication within the school community. Look to the "Parent Page" on the web site for *News To Use For Summer*, monthly calendars, special event information and more.

If you have any questions or concerns about the policies and procedures, please feel free to contact Joyce Hunt, Head of School at 817-275-0851.

**A copy of the Texas Department of Minimum Standards and most recent licensing inspection report can be viewed.  
The Texas Department of Licensing address is: 1501 Circle Drive #310, Fort Worth, Texas 76119. The TDPRS website is [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)**

## **CDSA 2012 Summer Program Supply List**

### **Toddlers/Transitional/Primary Students:**

1. Small mat for rest time and a lightweight blanket (for full-time students)
2. Extra set of clothes LABELED with child's name in a clear, shoe boxed-sized container
3. Diapers/Pull-Ups or extra underwear
4. Wet wipes
5. Box of Kleenex
6. Insect repellent labeled with child's name; \*\* recommend Avon spray - deet free. [www.youravon.com/divamom](http://www.youravon.com/divamom); email [avondivamom@gmail.com](mailto:avondivamom@gmail.com) ( a previous CDSA parent) apprx. \$7.99  
\*\*\* Please apply and teachers will re-apply as needed
7. Sunscreen labeled with child's name
8. Morning snack, lunch, sippy cup (labeled with child's name) and additional drink .  
\*\*\* IMPORTANT: please label, label, label.....several children have the same cups!!!!

### **Kindergarten –2<sup>nd</sup> grade:**

1. Wet wipes
2. Box of Kleenex
3. Insect repellent labeled with child's name; \*\* recommend Avon spray - deet free. [www.youravon.com/divamom](http://www.youravon.com/divamom); email [avondivamom@gmail.com](mailto:avondivamom@gmail.com) ( a previous CDSA parent) apprx. \$7.99  
\*\*\* Please apply and teachers will re-apply as needed
4. Sunscreen labeled with child's name
5. Extra set of clothes labeled with child's name
6. Morning snack, lunch, water bottle (labeled with child's name) and additional drink



## Summer Handbook Acknowledgement Form 2012

I, \_\_\_\_\_ (Parent or Guardian), hereby confirm that I have personally read the Country Day School of Arlington *2012 Parent/Student Summer Handbook*. With this signature, I acknowledge my understanding and acceptance of the policies set forth in this publication.

Student Name(s):

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_

Date

**PLEASE RETURN TO THE FRONT DESK**