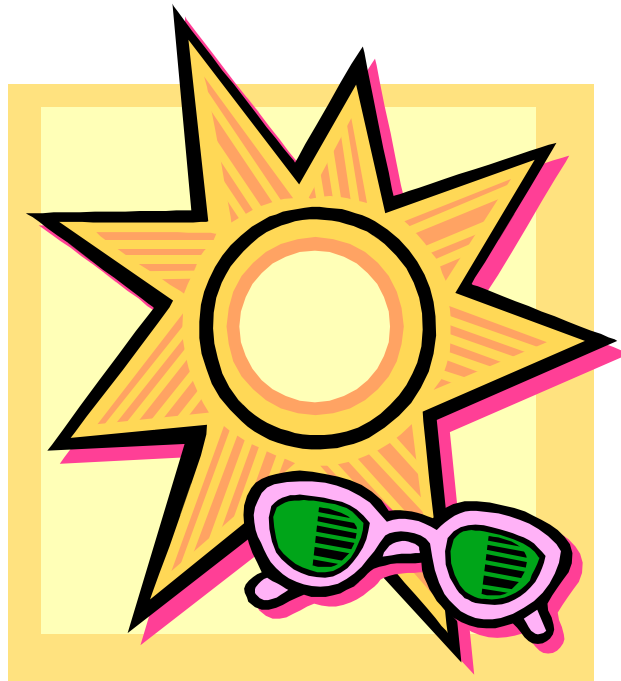


**Country Day School of Arlington
Montessori Summer Program**

Handbook 2010



**1105 W. Randol Mill Road
Arlington, Texas 76012**

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www.cdsa.org**

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 eighth 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 8 years. She has a Bachelor of Science degree in Elementary Education and Early Childhood as well as Texas State Certification in Elementary Education (PK-4th grade) and has been nominated as Teacher of the Year at her two previous schools.

Sue Ebrahiem, Teacher

Sue is a Montessori certified teacher at CDSA and has more than 21 years of experience. She has been working with the program for eight years and loves working, teaching, and nurturing kids in a fun environment. Sue has two children: Lisa, who will be attending college in the fall, and Nathan who is entering the 7th grade.

Rebeca Gallo, Teacher

This is Rebeca's first summer at CDSA but she is no stranger to our program. She joined us in the Spring working as a substitute and with the Extended Day program. Rebeca moved here from Florida where she worked at 2 Montessori schools in Miami. She earned her certification through the North American Montessori Center.

Alison Hunt, Business Manager

In addition to holding the position as Business Manager at CDSA, Alison works as a business consultant, focusing on assisting nonprofits that work with children. She specializes in the areas of real estate and development. Alison graduated with a BS in Business from Pepperdine University.

Joyce Hunt-French, Head of School

Mrs. French has over 30 years experience in education with 12 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, golfing and spending time with her husband, Reggie, and her 2 adult children, Randall and Joi-Lin.

Julie Malone, Director of Operations, Teacher

Julie has been working at CDSA since 2003. She has worked in roles such as Summer Program Director and director of the Extended Day program. She teaches Spanish to Transitional and Primary students as well as assisting the Head of School. She is married with 3 children: Jake (18), Jenna (12) and Maya (age 10, a previous CDSA student).

Sallie McCall, Teacher

Sallie has 30 years of teaching and administrative experience. She graduated from Texas Wesleyan College with a BS in Psychology and a minor Early Childhood Education. She will be completing her Montessori certification from the Shelton School on June 10th. Sallie enjoys spending time with her family, husband Mike, daughter Kelli, and son Mac.

Kathryn McNorton, Teacher

Kathryn became associated with CDSA in January of 2009 when she worked for Stretch 'N Grow. She has worked both as a substitute and as a member of our Extended Day staff. Kathryn earned a Bachelor and Masters Degree in Social Work and she is also employed by Southern Area Behavioral Health Care. In her spare time, she enjoys

traveling, shopping and spending time with her friends and family.

Geraldine Mendoza, Teacher Assistant and Extended Day Staff

Geraldine has been at CDSA for two years and this is her third time working the summer program. She is a student at Mountain View Community College where she is studying Architecture.

Farhana Nusrat, Teacher

Farhana is a Montessori certified teacher and has been working at CDSA for eight years. She has three children, Rashmee, a graduate of SMU, Quazmee, who just completed his first year of college at Texas A&M, and Tahsin, entering 8th grade. She has been married for 27 years.

January Orona, Physical Education Teacher & Extended Day Staff

January comes to our school with nine years of experience in the childcare industry. She is the owner and director of Stretch-n-Grow, and she manages and teaches the school's physical education program. January will be working with Extended Day program throughout the summer, while instructing exercise and nutrition programs as part of our summer curriculum. She also serves in this capacity throughout our school year, so her role in our summer program will be a natural fit and continuation of her typical responsibilities.

Stephanie Pham, Teacher

This will be Stephanie's fifth summer working for the summer program. She is a graduate of Texas Christian University where she obtained a Bachelor of Education degree. She is a big fan of the Mavericks and enjoys watching the games with her husband, Simon, and two sons, Nicholas and Eric.

Shelia Otis, Music Teacher

Shelia returns for another summer with CDSA. She has been our music teacher for the past 3 years and comes with 22 years of teaching experience. She loves working with children and in her spare time enjoys creating new curriculum, drawing, and mentoring young mothers with children who have special needs.

Sangeeta Shah, Teacher

Sangeeta has worked as a lead teacher in the Toddler classroom for the past two years. Previously as a teacher's assistant and substitute for two years. She has a BS in Business Management and completes her Montessori certification at the Shelton School in Dallas on June 10th. Sangeeta has a daughter, Khiloni (a previous CDSA student), who will be entering 7th grade next school year.

Ashley Warren, Teacher Assistant & Extended Day Staff

She has been a member of the Extended Day staff at CDSA for five years. She is currently a student at the University of Texas at Arlington where she is a student in the Nursing program.

Summer Summer Program 2010 Important Dates

Monday, June 7th:	First Day of Summer Program
Monday, July 5th:	Independence Day holiday – No extended day
Wednesday, July 27th:	End of Summer Program celebration
Friday, August 6th:	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-French, Head of School or Julie Malone, Director of Operations. 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 to both parents. 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 assure 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 be sent to Extended Day, 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. Corporal punishment, pinching, shaking, hitting, humiliating, rejecting, yelling at children will not be tolerated.

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. *Two or more pick ups after 6:00pm in a one month period may result in a temporary suspension of Extended Day privileges.*

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.

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 give your payment to Joyce Hunt-French, Head of School or Julie Malone, Director of Operations.

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 Joyce Hunt-French, Head of School or Julie Malone, Director of Operations, will contact persons designated on 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 Joyce Hunt-French, Head of School or Julie Malone, Director of Operations.
- 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, Game Boys, 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 3:00 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:

KTVT Channel 11
KXAS Channel 5
WFAA Channel 8

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) 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 or Julie Malone, Director of Operations 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**

Summer Program Supply List

Toddlers/Transitional/Primary Students:

1. Small mat for rest time and a lightweight blanket
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
7. Sunscreen labeled with child's name
8. Morning snack, lunch (full day students), water bottle (labeled with child's name) and additional drink

Kindergarten –2nd grade:

1. Wet wipes
2. Box of Kleenex
3. Insect repellent labeled with child's name
4. Sunscreen labeled with child's name
5. Extra set of clothes labeled with child's name
6. Morning snack, lunch (full day students), water bottle (labeled with child's name) and additional drink