



THE DAY SCHOOL
at Christ & Saint Stephen's

2015-2016

PARENT HANDBOOK

122 West 69TH Street
New York, NY 10023
(212) 787-2755 x 8
www.thedayschoolatcss.org



July, 2015

Dear Families,

It is with great pleasure that we welcome you to *The Day School at Christ and Saint Stephen's*. We are very eager to start a new year and feel privileged that you have entrusted us with your child. This handbook explains many of the school's policies and procedures. It is meant to make life at school happier, safer and more productive for your child, and to provide you with the day-to-day practical information you will need throughout the coming year. Please note that there is a section where you can find descriptions of some opportunities available for you to actively participate in your child's education.

We urge you to review the handbook and to share it with your child's caregivers. Please let us know if there is anything that has been omitted or is unclear as our goal is to run our school as smoothly as possible for everyone. As the year progresses, we will send home monthly newsletters with more specific updates about your child's class as well as notices about special occasions. If you have any questions or concerns, please speak with your child's teachers, Sangeeta Singh or myself at any time.

We are all looking forward to an exciting year filled with exploration, growth and new friendships!

Sincerely,

Catherine Hirschman Choudhry

MESSAGE FROM THE RECTOR

Welcome to The Day School!

The Day School is an outreach program of Christ & Saint Stephen's Church that has grown naturally from our involvement with our neighborhood and our interest in the education and nurture of our youngest New Yorkers. We have been in this location for more than a hundred years and have long been concerned about cultivating the minds and hearts of generations to come. Our goals are to teach our students to strive for self-realization and personal success, and to foster their appreciation for both traditional values and the rich complexities of the world. The church community is integrally involved in the school, ensuring that it reflects the diversity of our neighborhood and the human values of our part of New York. We welcome children of all faiths and, in our weekly chapel, celebrate all the religious, ethnic and cultural differences – and commonalities – that a great city provides.

I work closely with the administrators of The Day School and my door is always open to parents of our students. I hope to meet each of you as the year ahead unfolds. For now I wish to assure you of our dedication to the school and our commitment to its excellence.

EDUCATIONAL PHILOSOPHY

The Day School at Christ and Saint Stephen's offers a values-based education to children of all faiths and backgrounds. It is our goal to provide children with skills that will push them beyond traditional learning and promote dynamic thinking. Students are encouraged to develop their natural curiosity, to hypothesize, to think reflectively, to find multiple ways of solving a problem and to formulate questions when encountering new information. In addition to the more "academic" skills, social and emotional development is stressed. We work to develop compassionate, empathetic and thoughtful citizens who understand that they are part of many communities. The Day School is not only preparing children to move on to Kindergarten, we are inspiring students to become passionate life-long learners.

COMMUNICATION

We will work actively to keep lines of communication open and to work with you on behalf of your child. To that end, Parents are encouraged to contact the school directly and immediately with any comments or concerns relating to the school. Teachers may be reached through the school office and by email. Each class will get a list of their teacher's email addresses in the beginning of the year. All messages will be replied to within that business day, but not necessarily immediately. Teachers will not receive, or respond to messages during class time unless a family calls the school office with urgent information. Please update us should your email address or phone numbers change as we will at times send email notices to all families.

Should you require immediate attention, phone the school office and speak directly to an administrator. Please feel free to discuss any area of concern with the administrators or teachers. It is very important that we are informed of any changes occurring at home so that we may assist your child appropriately.

Administration Emails:

Catherine Hirschman Choudhry, Director
Sangeeta Singh, Associate Director
The Rev. L. Kathleen Liles, Rector

cchoudhry@csschurch.org
ssingh@csschurch.org
liles@csschurch.org

SCHOOL POLICIES AND PROCEDURES

ABSENCES

If your child is going to be absent from school, for any reason, please call the school **before the class session begins**. As a courtesy to the faculty as well as all of the other families in the school, if you think your child might be unwell, please keep him/her home.

ARRIVAL & DEPARTURE

It is very important for your child, and for the school, that you be punctual for both arrival and dismissal. Tardiness is disruptive to both the children and the teachers.

In accordance with the New York City Department of Health Guideline, PARENTS OR CAREGIVERS MUST STAY WITH AND SUPERVISE their child until the child is safely in the charge of a Day School staff member.

**If your child has an appointment in the morning, please do not bring them to school if they will arrive later than:

10:30am for the PreK

10:00am for the Nursery

9:30am for the Beginners

** If your child has a mid-day appointment, please do not bring them back to school when they are finished as it is very disruptive for them as well as the other children in the class.

Children are dismissed one at a time to either a parent or designated caregiver. We request that you arrive promptly for dismissal. If, on a rare occasion, you will be late, please call the office.

BIRTHDAY PARTIES

If you would like to celebrate your child's birthday in school, please contact the classroom teacher to make arrangements. School birthday celebrations generally involve sharing a favorite book and a small treat. We encourage healthy celebrations, which might include a fruit or vegetable along with a baked treat.

If you are holding a party outside of school hours and inviting the whole class, invitations may be distributed at school. If the whole class is not invited, please do not distribute invitations at school.

BITING AND AGGRESSIVE BEHAVIOR

It is our duty to not only protect your child, but to protect all the children in the school. If a child bites or acts in an overly aggressive manner, they will be taken to the office and sent home for the day.

CAREGIVER RELEASE REQUEST: If a family member or friend, other than a parent will be picking up your child, we **must have written consent** from the parent. If your child is to be picked up by a caregiver, please send in a child release form. If you have a change of caregiver during the school year, we ask that the parent(s) please come to the school with the caregiver so that the entire staff becomes acquainted with the new caregiver.

CHANGE OF CLOTHING

Each child will need a complete change of size-appropriate clothing and shoes (including socks and underwear) throughout the school year. These clothes will be stored in individual plastic boxes. **All clothing must be labeled with your child's name**. Please remember that your child will grow! You should replace the clothes throughout the year, so that if they should need to change at school, the clothes will fit and be weather appropriate. Children should be prepared for both indoor and outdoor activities. During winter, if children come to school with boots, they should have sneakers/shoes to change into.

CHAPEL

The weekly chapel service for our Nursery and Pre-Kindergarten students is designed to be appropriate for children of all faith traditions. Students will learn the concept of sacredness, celebrate the diversity of the human family and grow in their sense of personal value and connection to others who differ from them.

CHILD PICK-UP

In accordance with school policy, children will be released **ONLY TO A PARENT UNLESS THE DAY SCHOOL HAS RECEIVED WRITTEN PERMISSION TO DO OTHERWISE FROM THE PARENT(S). WRITTEN PERMISSION MUST BE KEPT ON FILE.** Telephone calls from the home or office are **NOT ACCEPTABLE: WE WILL HONOR ONLY A WRITTEN PERMISSION REQUEST.** Email is considered written permission.

CLOTHING

Children's clothing should fit well and be non-restrictive to enable freedom of movement for scheduled activities. Clothing should also allow children the freedom to use the bathroom with a minimum amount of intervention. Footwear should be appropriate for school activities and shoes with non-skid soles should be worn. Please no open-toed shoes, flip-flops or Crocs as they can cause accidents.

CONSULTANTS

From time to time, consultants and other educational professionals will be visiting the school. If it is a regular visitor, then we will email families to let them know who it is and their reason for spending an extended period of time in the classroom.

FALL PHASING-IN PERIOD

At the beginning of each school year, there is a phase-in period where children come to school on a modified schedule. The duration and specifics of the schedule depend upon the age of the children. Our youngest students have the most time given to phase-in while our Pre-Kindergarten students just have one half day before beginning their full schedule.

FIELD TRIPS

Parents will be notified beforehand of any offsite field trips. Often times we will ask for a few chaperones to accompany the class. Not all families will have a chance to go on every field trip, but we will make sure that all families have at least one opportunity throughout the year to accompany the class.

GIFTS

Families often like to express their gratitude for the faculty's work during the holidays and at the end of each school year. We invite families to make a voluntary contribution to such gifts, which will be coordinated by the class representatives. The children are also welcome to give gifts which they have made.

HOME VISITS

Before school begins in the fall, we will schedule a time for your child's teachers to come visit your family at home, to facilitate the transition from home to school. A schedule will be provided over the summer.

HOLIDAYS AND CELEBRATIONS

The Day School is dedicated to welcoming families of all faiths. While many chapel services will reflect the faith of the Episcopal Church and its holidays, others will celebrate beliefs and commemorations of

other faiths. We welcome families to share special faith-based or family-specific traditions within the classroom.

ITEMS FROM HOME

Children are encouraged to bring books and educational or interesting items from home to be shared with their classmates. Please do not send toys or personal items to school. We provide an ample array of engaging materials and activities for the children and we do not want to lose or damage a favorite toy.

NEWSLETTERS

Classroom teachers send home a monthly classroom newsletter. The newsletter provides information about the curriculum and highlights important upcoming events. It is our hope that the newsletter will give parents ample notification of all school events and holidays in order for families to make necessary arrangements in their work schedules. Please make sure that we have a current email address as newsletters are given to the children to take home and also sent to families via email.

NUTRITION AND SNACKS

We are working to develop healthy nutritional food habits for our children. The Day School provides a healthy snack each day for the children, taking into consideration any allergies or dietary restrictions.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled for mid-fall and late spring. We encourage parents to bring questions they may have as well as to take notes.

SCHOOL CLOSING

In case of inclement weather, The Day School will follow the directives issued by the New York City Board of Education concerning openings and closings for elementary schools. However, if we should close any other day for any reason, we will notify you either by phone or email.

SHARED SITES

Each class has a shared web-based site where teachers and parents can share photographs of classroom activities. This is meant to be a closed site, so we will not grant access to anyone other than parents/guardians. We ask that you only post pictures and information that is pertinent to the entire class.

FRONT YARD

Please respect our front yard by reminding your children to refrain from digging up the soil or plucking flowers/leaves. We also ask that you not allow your child to walk along the concrete edge of the garden for safety reasons.

PARENT PARTICIPATION

Our Parents Association has a number of positions to be filled annually. Please let us know of any interests or skills you would be willing to contribute.

Positions:

Class Representatives (two per class)
Library Committee
Event Coordinators
Community Service Coordinators
Fundraising Coordinators
Parent Photographers

ADMINISTRATION

EARLY NOTIFICATION FOR CHURCH MEMBERS AND SIBLINGS

For church members who have been active for no less than one year prior to applying as well as siblings of current or former students, there is a special ISAAGNY policy to which we adhere: between the middle of December and end of January, you can choose whether or not you wish your child to be considered for early notification. Acceptances for the families who opt for early notification will be mailed the first week in February, and the contract with the deposit is due by the middle of February. Opting for early notification does not guarantee admission. If your family does opt for early notification and the child is accepted, all other applications to other schools must be withdrawn at that time.

TUITION

Tuition and fees for the school year are established by the Rector and Vestry of Christ & Saint Stephen's Church in consultation with The Day School Advisory Committee.

FINANCIAL AID

Financial aid is available on a limited basis. Families interested in applying for financial aid must fill out the School and Student Services (SSS) form. Please speak with Sangeeta Singh for more details.

PAYMENT SCHEDULE

Tuition payments occur as outlined in your contract. There are no additional costs or fees. Tuition payments and/or questions regarding payments should be directed to the school administrators. While we will send tuition payment reminders, there will not be separate invoices for each payment.

HEALTH

ILLNESS

During the first years of school, most young children are quite susceptible to colds and respiratory infections. Ill children do not function at their usual level, becoming more easily frustrated and uncomfortable, and as a result do not have a very satisfying day. If sick children come to school, they may infect other children creating a cycle of illness that is difficult to break within the class. If vomiting or diarrhea occurred during the night, you are required to keep your child home the next day. When you think they might be coming down with something is the time to be extra cautious and keep them at home. It is in the early stages of an illness that a child is most contagious. Everyone will appreciate your consideration.

If children appear ill or become ill during school hours, they will have to be taken home. A staff member will contact the parent or individual designated on the child's **Medical Emergency Card**. We request that you understand and honor any request made by the faculty or staff as to when a child should go home due to illness.

The school has a firm policy regarding when children must remain home for the following:

- The child has had a fever (temperature is 100 degrees or higher) must remain at home until there has **been no fever for at least 24 hours**. (Remember that a late-day temperature is generally a more accurate one. Early-morning temperatures are often “normal” even in a feverish child; they rise inevitably as the day goes on.)
- The child has been vomiting or has diarrhea; rash accompanied by vomiting or diarrhea **within the last 24 hours**, even if they wake up feeling better
- A cough and/or cold that is getting worse especially with a nasal discharge and/or accompanied by fever.
- The child has conjunctivitis, commonly known as “pink eye” (Children can be back to school 24 hours after the drops have been administered)
- The child has been placed on an antibiotic. The child must take the **antibiotic for a period of 24 hours** prior to returning to school.
- The child has lice and will be allowed to return after it has been treated.
- The child has arrived at school and it is apparent that the child is not feeling well. In these circumstances, the faculty or staff will request that the child return home.
- The child is taking an over-the-counter medication, which will make the child lethargic and unable to participate fully in the class activities.

You are required to notify the school whenever your child contracts a communicable disease. “Communicable diseases” include (but are not limited to) strep throat and scarlet fever, chicken pox, Fifth disease, conjunctivitis, impetigo, scabies, measles, mumps, shingles, tuberculosis. Also notify the school if your child contracts lice.

MEDICAL EMERGENCY FORMS

Parents are required to complete a Medical Emergency Card listing information the school will need if a student becomes ill or an emergency arises. This form must be returned by the first day of school. It should be updated immediately whenever there is a change in phone numbers, alternate contact person, physician or other information. Please convey any revisions to the Administration, via either telephone or a written note.

MEDICATIONS

Faculty and staff are **not** allowed to administer either prescription or non-prescription medications to children at school. Children are also not allowed to self-medicate. If necessary, a parent or designated

caregiver may come to school at the proper time to give the medication to the child or else the child should be kept at home while such treatment is necessary

YEARLY MEDICAL EXAMINATIONS

An Admission Health Form, with its record of vaccinations and medical history must be completed and signed by your physician or nurse practitioner and received by the school before the school year begins. A current medical form for your child must be on file; there are no exceptions. If your child is under the care of a physician for any special health condition, it must be noted on the health form.

SYMPTOMS OF CHILDHOOD DISEASES

CHICKEN POX: red spots of different sizes all over the body, usually starting on the trunk, some developing into blisters

COLD: running nose, watering eyes, sore throat, possible cough and/or fever.

COXSACKIE: (HAND, FOOT AND MOUTH DISEASE) red rimmed water blisters on hands, feet and in mouth, in any combination. Initial stages include low-grade fever, loss of appetite and first signs of a sore mouth.

DIARRHEA: loose or watery bowel movements usually of greater frequency than normal.

FIFTH DISEASE: high fever, “slapped cheek” appearance, rash spreading throughout body. Rash disappears quickly. Pregnant women should inform physician of exposure.

GERMAN MEASLES: (SEE RUBELLA)

IMPETIGO: sores, some with scabs, usually affecting the skin of the face, especially around the mouth.

LICE OR NITS: (Pediculosis) scratching of scalp, observation of nits (eggs) along hair shaft, insects in hair. Live lice are tiny grayish-tan insects.

MUMPS: tender swelling of the cheek in front of, behind or below the ear, often associated with fever.

PINK EYE: (CONJUNCTIVITIS) white of eyes appears red with or without a discharge. Eyes may itch.

PINWORMS: restlessness and scratching in anal region.

ROSEOLA: a sudden high fever lasting 2 to 5 days followed by a fine rash which appears as the fever subsides. The rash usually starts on the face or neck and then spreads to the trunk.

RUBELLA: (GERMAN MEASLES) sudden appearance of a fine red rash with or without running a fever. Pregnant women should inform physician of the exposure.

SCABIES: scratching and skin irritation usually between fingers and toes.

STREP THROAT: (SCARLET FEVER) may include severe sore throat, difficulty in swallowing, fever and rash, stomach ache, vomiting and lethargy.

INCUBATION PERIOD/RE-ADMISSION PROCEDURES

<u>Disease</u>	<u>Exposure Time</u>	<u>Readmission Requirement</u>
Chicken Pox	14-21 Days	After all lesions are scabbed over
Cold (Upper Respiratory Infection)		After 3 days if no severe coughing, sneezing or running nose
Coxsackie (Hand, foot & mouth disease)		24 hours after fever has disappeared
Fifth Disease	6-14 Days	Physician must give written permission for child to return
German Measles	(See Rubella)	
Impetigo		After all lesions have disappeared
Measles	10-14 Days	6 days after the rash has appeared
Mumps	12-26 Days (Usually 18)	After swelling has disappeared
Pediculosis (Head lice)		Doctor's note stating child is under treatment <u>AND ALL NITS HAVE BEEN REMOVED</u>
Pink Eye (Conjunctivitis)		After redness and discharge have disappeared
Ringworm (Body)		After rash is gone
Rubella (German Measles)	14-21 Days	After rash is gone
Scabies		After rash is gone
Strep Throat (Scarlet Fever)	2-5 Days	After child's temperature has been normal for 24 hours
Whooping Cough	7-21 Days	When physician determines that child is no longer contagious

EMERGENCY PROCEDURES

FIRE DRILLS:

According to Fire Department regulations, we are required to have eight fire drills before Christmas vacation. Everyone will have advance notice of the first few fire drills. Later, the teachers will know when to expect a fire drill, although the children will not. Ultimately, no one will be notified in advance. We are very serious about safety and compliance with regulatory agencies.

During fire drills children line up as quickly as possible and exit the building, with one teacher leading the line and the other following behind the last child. Teachers are responsible for taking a headcount as they exit, taking the first aid bag and the attendance sheet. Once outside, the teachers once again count the children. Children stand quietly until an administrator gives the okay to return to the classrooms.

BUILDING EVACUATION:

In case the school needs to be evacuated in the event of an emergency we will proceed to the following location:

York Preparatory School
40 West 68th Street
New York, NY 10023
Phone: (212) 362-0400

MEDICAL EMERGENCY:

In case of an accident, The Day School faculty and staff follows the emergency procedures listed below:

1. One teacher attends to the injured child while another teacher takes care of the other children.
2. The administrative staff will call parents and, if necessary, a doctor for medical assistance.

STAFF

ADMINISTRATION:

Catherine Hirschman Choudhry
Sangeeta Singh

Director
Associate Director

CHRIST & SAINT STEPHEN'S CHURCH

The Reverend Kathleen Liles
Leonarda Priore
Kristin Hardwick
Andres Pastrana

Rector
Bookkeeper/Director of Concerts
Administrative Coordinator
Custodian

ADDRESSES:

The Day School
122 West 69th Street
New York, NY 10023
(212) 787-2755 x 8

Christ & Saint Stephen's Church
120 West 69th Street
New York, NY 10023
(212) 787-2755 x 0

Website: www.thedayschoolatcss.org

The Day School at Christ & Saint Stephen's is a member of the following professional associations:

National Association of Independent Schools (NAIS)

Association of Teachers of Independent Schools (ATIS)

National Association for the Education of Young Children (NAEYC)

Independent School Admissions Association of Greater New York (ISAAGNY); pending

Parents League of New York

Accredited by the New York State Association of Independent Schools (NASAIS)

Licensed by the New York City Department of Health/Bureau of Day Care