

Sage Academy

Parent Handbook

2009-2010

Table of Contents

Welcome.....	2
Admission Policy.....	2
Arrival and Pick-up.....	3
Birthdays.....	3
Calendar.....	3
Daycare hours (occasional).....	4
Discipline.....	4
Dress Code.....	4
Early Dismissal / Pupil Free Days.....	5
Earthquake Supplies.....	5
Emergency Closing/Disaster Plan.....	5
Emergency Records.....	5
Homework.....	6
Illness.....	6
Library.....	6
Mandated Reporting.....	7
Medication.....	7
Mission Statement.....	7
Newsletter and Website.....	7
Nutrition Guidelines.....	8
Parent / Teacher Communication.....	8
Parents For Sage.....	9
Parking /Visitor Information	9
Parties and Celebrations.....	9
Personal Items to Bring.....	9
Phone Use.....	10
Punctuality.....	10
Rest Time.....	11
Safety.....	11
School Hours / Address / Telephone Numbers.....	12
Share.....	12
Tuition.....	12

Welcome

Welcome to the Sage Academy! We are very glad that you have chosen Sage as the place your child will receive their early education and care. We are proud to offer a loving, nurturing environment meeting the needs of each individual child and family. Our dedicated and experienced staff have created an enriching and developmentally appropriate program.

Admission Policy

Children who are 2 years old before December 1, 2009 through children entering third grade may enroll for our program. (All children must be fully toilet trained to enter the 3 year old class.) Flexible scheduling is available, (depending on the age group) with both full and half day programs two, three and five days per week. Registration is ongoing, on a first-come, first-served basis.

At the time of enrollment, the registration fee, and **one tenth of the annual tuition are due**. Early Kindergarten through third grade pays an additional curriculum fee. **These fees are non-refundable**.

Registration packets will be given to all families. Forms which are required by the State of California Department of Social Services and our own forms must be submitted to school before your child may begin attending school. These forms include:

1. *Physician's Report
2. *Parent's Pre-Admission Report
3. *Emergency Information and Identification
4. California Immunization Report
5. *Notification of Personal Rights
6. *Notification of Parent's Rights
7. Parent Handbook Acknowledgment (Sage)
8. Health and Emergency (Sage)
9. Tuition Agreement (Sage)
10. Medication Release (Sage)

*Forms required for preschool children only.

Sage Early Childhood Center does not discriminate on the basis of gender, race, religion, ethnicity, or national origin. Sage reserves the right to terminate the Tuition Agreement if we feel we are not able to meet the needs of any child, at the discretion of the Teachers and Administrator of the school, or if tuition payments are not kept current.

ARRIVAL / PICK-UP

Extended-day children may arrive beginning at 7:30 AM. Full and Half-day children may arrive beginning at 8:45 AM. The daily classroom routine begins at 9 AM for all classrooms. Please make every effort to bring your child to school on time, as we do not want him/her to miss out on any activities. **Half-day children must be picked up by 1:00, and Full Day children by 3:00. A charge of \$2.00 per minute must be paid directly to the teacher supervising your child if you pick up after 6 PM. The same charge (\$2.00 per minute) may apply to half day parents picking up after 1 PM, if tardiness becomes an issue. The teachers' schedules (lunch breaks etc.) depend upon parents being on time.**

No person other than parents will be allowed to pick up your child without written consent from you. Anyone not immediately recognized by staff will be asked to show identification.

Preschool: A sign-in sheet will be posted in each classroom. Please sign your complete name as required by the Licensing Department. Also, please indicate the time you intend to pick your child up, and specify who will be picking up each day. (Preschool parents must sign in and out).

BIRTHDAYS

You are welcome to bring a simple treat for your child's class to celebrate his/her birthday. (Please do not bring party favors, piñatas, etc.) Summer birthdays may be celebrated at the end of the school year, or during Summer Camp if your child is attending. Please consult with the teacher prior to bringing in food in case of allergies, and so a special time will be reserved.

CALENDAR

School Opens:

All School Meet and Greet (Parents and Students to Attend) 9-10 AM

Regular Schedule Begins

Parents For Sage Halloween Fair Meeting 9:00 AM

Religious Holiday (School Closed)

Photo Day

Halloween Fair

Veteran's Day Observed (School Closed)

Thanksgiving Vacation (School Closed)

12:00 Dismissal *

Winter Vacation (School Closed)

School Resumes

Martin Luther King, Jr.'s Birthday (School Closed)

Presidents' Day Observance (School Closed)

Parent Teacher Conferences (School Closed)

Spring Vacation (School Closed)

Spring Camp (Optional)

School Resumes

Open House 7-8 PM (All Families Invited) /12:00 Dismissal*

Memorial Day (School Closed)

School Closes /12:00 Dismissal*

September 9, 2009

September 10, 2009

September 11, 2009

September 28, 2009

October 14, 2009

October 31, 2009

November 9, 2009

November 25-27, 2009

December 18, 2009

Dec. 21,2009-Jan. 1, 2010

January 4, 2010

January 18, 2010

Feb. 12, -Feb. 15, 2010

March 5, 2010

March 29-April 9, 2010

March 29-April 2, 2010

April 12, 2010

May 6, 2010

May 31, 2010

June 4, 2010

*No Care is provided after 12 PM.

DAYCARE HOURS (Occasional)

If your child is enrolled in a part-time program you may utilize day care hours provided there is space available. The fee for occasional day care use is \$5 per hour which is billed monthly.

DISCIPLINE

Our philosophy is to encourage appropriate behavior with positive reinforcement and redirection. A team approach between parents and staff will always be utilized. Overly aggressive behavior that could endanger the health of another student (such as biting) will not be tolerated and may result in exclusion from the school.

DRESS CODE

Preschool:

- \$ Play clothes that can get messy
- \$ Closed toed shoes appropriate for climbing and running
- \$ Jackets and pants without drawstrings
- \$ Clothing that is suitable for the weather

Elementary (Grades EK-3)

We no longer require uniforms. If you are interested, some Sage clothing is available through the office. Closed toed sneakers appropriate for daily P.E. are required. **All clothing must be appropriate for school and physical education.**

EARLY DISMISSAL and PUPIL FREE DAYS

To accommodate staff in-services, there may be amendments to our current calendar. All revisions will be sent home well in advance so that you are able to make necessary arrangements.

EARTHQUAKE SUPPLIES

Earthquake supplies are stored on campus for our students and staff. These supplies include survival items each child could need in the event of an emergency.

EMERGENCY CLOSING/DISASTER PLAN

If an emergency or disaster should occur during school hours, the following policies will be in effect:

- § Staff will remain with children until they are picked up
- § First aid will be administered and 911 will be utilized if necessary
- § If the school building is unsafe, children will be relocated to the church auditorium
- § Emergency supplies will be retrieved which are kept on campus
- § We will make every attempt to contact you. Please help us to keep our phone lines clear. A staff member will stay on campus until every child has been picked up

EMERGENCY RECORDS

An emergency form is kept on file for all students attending Sage Academy.

Parents are responsible for keeping emergency information current. It is extremely important that you notify the office of any change in work, home, or cell phone number.

HOMEWORK (Elementary Only)

Daily homework will be assigned by each classroom teacher, along with both short and long term projects. It is the philosophy of Sage Academy that time spent on homework will be age appropriate, and that excessive homework is counterproductive to your child's academic success. Homework will generally be a review of current classroom lessons, and should be completed without frustration. If homework should become a struggle for your child, please reassure him/her that the lesson will be reviewed, and then communicate the issue to his/her classroom teacher.

ILLNESS

If your child becomes ill during the school day, you will be contacted immediately. Your child will rest until he/she is picked up by you, or another person listed on his/her Health/Emergency form. It is expected that you or someone you authorize be available within the hour if your child is ill at school.

If your child exhibits any of the following, please do not bring him/her to school:

- § A fever
- § A deep cough
- § Earache
- § Sore throat
- § Unexplained rash
- § Early cold symptoms
- § Diarrhea or vomiting
- § Red, runny or matting eyes (may be conjunctivitis)

Children must remain home and be free of the above symptoms for 24 hours before returning to school.

LIBRARY

We welcome your contributions to our classroom libraries!

MANDATED REPORTING

All Sage Academy faculty and staff are mandated by California law to report any evidence or suspicion of child abuse or neglect to the Los Angeles Department of Child Protective Services or other appropriate authorities.

MEDICATION

All medications will be kept in the office. **Prescription medications for your child must be in their original container with the prescription for usage in tact.** A Medication Release Form must be on file, and signed by a doctor in the case of prescriptions. All medications will be stored according to the instructions on the label, kept out of the reach of children, and returned to the parent or guardian when no longer needed. Note that all health information will be shared with our staff members to ensure your child's safety and well-being.

MISSION STATEMENT

Sage Academy is an independent private school whose programs and curriculum create an educational environment that encourages life long learning. We are dedicated to recognizing the uniqueness in each child and, through our integrated curriculum, strive to provide the cognitive, social, emotional, and physical foundation needed by students to be successful in an ever-changing world. Through our nurturing and individualized program, Sage Academy places a priority on critical, independent, and creative thought and expression. We believe that our mission can best be accomplished by maintaining a strong partnership between parents, students, school faculty, and the community.

NEWSLETTER and WEBSITE

We will communicate with you through many means. Be sure to access our Website; www.sageacademy.net for news, dates, photos, and featured student work samples. The Website is updated frequently.

Sage Academy also publishes a newsletter, called "The Sage Thymes." All contributions are welcome, so if you have a special interest in assisting with our journalism efforts, please let us know.

NUTRITION GUIDELINES

Snacks

Nutritious snacks are served at approximately 10:00 AM (preschool) and at 3:15 PM daily. We ask that parents provide a snack for the class approximately once each month (preschool). Afternoon snack is provided by the school. Remember to keep snacks and lunches healthy!

Lunch

Please send a nutritious lunch with your child each day, or a Hot Lunch Voucher, as described below. We are unable to heat or refrigerate food items brought from home, so please use a thermos or ice pack if needed.

Hot Lunch Program

Hot lunch is offered daily. Lunch vouchers are available for purchase from the office in books of 20. Lunches are delivered by D'Amore's Pizza. Choices are listed in detail on an information sheet available in the office. Lunch Vouchers are not refundable. If you are participating in the school lunch program, please observe the following guidelines:

- **Prepaid vouchers must be purchased in advance from the office. Cash may NOT be left in the classrooms.** This is to avoid confusion in the office, so please help us by planning ahead! (Helpful hint: you can leave your packet of prepaid vouchers in your child's folder so that you always have one on hand.)
- **IOU's are not an option.** Again, please help us by planning ahead.
- If your child does not bring a lunch to school and has not turned in a lunch voucher by 9:30 AM, you will be called to bring his/her lunch to the classroom.

Milk Orders

Low-fat milk, and low-fat chocolate milk are available at school for purchase from Alta Dena. Please submit an order form if you would like your child to receive milk daily for lunch. The cost covers the whole school year and is not refundable.

PARENT TEACHER COMMUNICATION

Your child's teacher will communicate with you frequently regarding his/her progress. Feel free to contact any member of the Sage staff by leaving a message with the office, (818) 343-4600, or through a note. Please check your child's classroom file daily for important information and reminders.

The staff will make every effort to address your requests or concerns in a timely manner. Please use the school phone number to contact a staff member as opposed to a home or cell phone, unless you have been asked to do otherwise by a particular teacher. Scheduled Parent Teacher Conferences will take place in the spring.

PARENTS FOR SAGE (PFS)

Your involvement with Sage Academy is a direct link to our school success, and your child's positive experiences. Parents For Sage Association meets periodically to plan events, coordinate fundraisers, and to assist with special programs and assemblies. We welcome all parents and family members to join in the fun!

PARKING /VISITOR INFORMATION

We maintain an open-door policy. Parents may go into the classrooms to be with their child at any time. If you visit Sage during the school day, you may park in any open space. Please feel free to stop by the main office to conduct school business or to ask questions.

PARTIES and CELEBRATIONS

We look forward to celebrating many special occasions with our children and families. If you have knowledge or experience with specific multicultural holidays or customs, please consider visiting and sharing your experiences with us. The children benefit greatly from such visits, as they learn to understand and appreciate diverse cultures.

PERSONAL ITEMS TO BRING

Your child needs to bring the following personal items to school: **(please label all items with your child's name!)**

1. A complete set of extra clothing, including shoes, socks, and underwear.
(preschool- kinder)

2. If your child stays for nap time, 2 crib sheets, a blanket, pillow, and comfort item (these will be sent home each Friday and brought back each Monday (or on Thursday and Tuesday for children on this schedule) (preschool)
3. A lunch each day, or a Lunch Voucher for the hot lunch program (books of vouchers may be purchased in the main office).
4. A backpack
5. If your child is in the Yellow or Purple Room and wears diapers, please send diapers and wipes **each day** in his/her backpack.

PHONE USE

Sage Academy respectfully requests that there be **no cell phone use inside the classrooms**. Cell phone use can be a disruption to our routine, and it also does not allow the staff to communicate with you regarding your child's day.

PUNCTUALITY

The daily classroom routine begins at 9 AM for all classrooms. Please make every effort to bring your child to school on time, as we do not want him/her to miss out on any activities. **Half-day children must be picked up by 1:00, and Full Day children by 3:00. A charge of \$1.00 per minute must be paid directly to the teacher supervising your child if you pick up after 6 PM. The same charge (\$1.00 per minute) may apply to half day parents picking up after 1 PM, if tardiness becomes an issue. The teachers' schedules (lunch breaks etc.) depend upon parents being on time.**

REST TIME

Yellow, Purple, Green, Blue, and Pre-K:

Rest time is an important part of a child's day. The State of California Department of Social Services mandates that all full-day children have a quiet resting period. Nap time is from 1 PM to 2:45 PM. Children who do not sleep may rest until 1:45 PM, and then play until nap time is over.

The school supplies a cot for all full-day children. Please provide 2 standard crib sheets, a blanket, a pillow, and a soft toy if desired. These items will be sent home each Thursday or Friday to be washed.

Early K and Kindergarten:

Children will have quiet time for approximately 30 minutes each afternoon. Please supply a towel for this rest period.

SAFETY

PARKING LOT: The parking lot can be busy. Please drive very cautiously and slowly at all times. **Always hold your child's hand when walking outside of our gates.**

INJURIES: We take every measure to ensure your child's safety while at school. Occasionally however, accidents do occur. If your child gets hurt and the injury is very minor, we will apply a band-aid and send a note home to tell you what happened. If an injury beyond a very minor scrape or fall occurs you will be phoned immediately. If an injury needing medical attention occurs we will make every effort to contact you first. If we are unable to reach you, a teacher or director will either call 911, or take your child to the nearest emergency room for treatment.

SCHOOL HOURS / ADDRESS / TELEPHONE NUMBERS

Hours:	7:30 AM - 6 PM
Preschool Program	Extended, Full (9-3) or Half Day (9-1)
Elementary (Early Kinder-Grade 3)	9:00 AM- 3 PM
School Office:	8:30 AM - 3:30PM
Address:	5901 Lindley Avenue, Tarzana, CA 91356

Office Phone: (818) 343-4600

Office Fax: (818) 343-4662

SHARE (Preschool-Kindergarten)

Your child may bring a special item from home to share on the day indicated by his/her teacher. Please do not send breakable or very valuable items. Standing up to talk in front of the class about his/her share item is an important step in gaining confidence and communication skills. Sometimes teachers might request particular theme related share items.

TUITION

Upon enrollment to Sage Early Childhood Center, the following **non-refundable fees** are due:

- \$ Registration fee of \$100
- \$ Tuition Deposit- Equal to one tenth of the annual tuition

Monthly Payments:

Tuition is due on the first of each month beginning September 1st, (payment #2) and late if not received by the 5th (a late fee of \$35 will apply). The amount of tuition is the same each month; **all vacations and holidays have been factored into the annual tuition and then divided into ten payments for your convenience.** Please give your checks to Kristi in the main office. Credit card payments are also available for a processing fee of 2.5%. When you enroll at Sage it is assumed your child will attend from September-June. If for some reason this is not possible, it is expected that you will give Kristi 30 days advanced notice. **Monthly tuition payments and any fees paid to Sage Academy are not refundable for any reason.**

Annual Payment

There is an option to pay tuition up front for the academic school year. Parents who choose to pay tuition in full by August 1st will receive a 5% discount. When you enroll at Sage it is assumed your child will attend from September-June. If for some reason this is not possible, it is expected that you will give Kristi 30 days advanced notice. At Kristi's discretion, unused tuition will be refunded less the original 5% discount. **Other fees paid to Sage Academy are not refundable for any reason.**