

**Sage Academy**  
**Parent Handbook**  
**2011-2012**  
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## Welcome

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

## Admission Policy

Children age 2 through 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 the office 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 -you will be notified through email when updates have been made, and are responsible for reviewing any changes or additions (Sage)
8. Health and Emergency (Sage)
9. Enrollment Form/Tuition Agreement (Sage)
10. Photo Authorization (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 arrive at 8:45 AM. 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 12:45 PM, and Full Day children by 3:00 PM. A charge of \$3.00 per minute must be paid directly to the teacher supervising your child if you pick up after 6 PM. The same charge (\$3.00 per minute) may apply to half day parents picking up after 12:45 PM, if tardiness becomes an issue. The teachers' schedules (lunch breaks etc.) depend upon parents being on time.**

**If you have picked up your child and wish to gather with other parents/children, please do so off campus. Following this policy will:**

- 1. Avoid possible confusion regarding the supervision of your child**
- 2. Provide a quiet campus during nap time.**

No person 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.

## **2011-2012 CALENDAR**

<b>Staff In-Service (No School, Office Open 9-1)</b>	<b>September 6, 2011</b>
<b>All School Meet and Greet (Parents and Students to Attend)</b>	
<b>9-10 AM : 5 day children in all classes (M-F schedule)</b>	
<b>10-11 AM : 2 or 3 day children (MWF or T/Th schedule)</b>	<b>September 7, 2011</b>
<b>School Begins (Regular Schedule)</b>	<b>September 8, 2011</b>
<b>Religious Holiday (School Closed)</b>	<b>September 29, 2011</b>
<b>Halloween Fair</b>	<b>October date TBA</b>
<b>Veteran's Day Observed (School Closed)</b>	<b>November 11, 2011</b>
<b>Thanksgiving Vacation (School Closed)</b>	<b>November 23-25, 2011</b>
<b>12:00 Dismissal *</b>	<b>December 16, 2011</b>
<b>Winter Vacation (School Closed)</b>	<b>Dec. 19, 2011 –Jan. 1, 2012</b>

School Resumes	January 2, 2012
Martin Luther King, Jr.'s Birthday (School Closed)	January 16, 2012
Staff In-Service (School Closed)	January 27, 2012
Presidents' Day Observance (School Closed)	Feb. 17, -Feb. 20, 2012
Parent Teacher Conferences (School Closed)	March 9, 2012
Spring Vacation (School Closed)	March 26-April 6, 2012
Spring Camp (Optional)	Mar. 26-Mar. 30, 2012
School Resumes	April 9, 2012
Open House/Spring Silent Auction	
6-7 PM (All Families Invited) /12:00 Dismissal*	May 3, 2012
Memorial Day (School Closed)	May 28, 2012
School Closes /12:00 Dismissal*	June 7, 2012

\*No after school care available

Summer Camp 2012 June 25-August 17, 2012

### **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 \$8 per hour, 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 toe shoes appropriate for climbing and running: no "Crocs"
- \* Jackets and pants without drawstrings
- \* Clothing that is suitable for the weather

#### Elementary (Grades EK-3)

Closed toe 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 classrooms are unsafe, children will be relocated to the church auditorium, or to the nearest safe building as directed by authorities
- \* 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 30 minutes 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. The school staff will send a child home if he/she seems unwell, whether a fever is present or not. All teachers are instructed to err on the side of caution, to prevent the potential spread of illnesses.**

## **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, or in a locked classroom cabinet. **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](http://www.sageacademy.net) for news, dates, photos, and other information. The Website is updated frequently.

Sage Academy also publishes a newsletter, called “What’s New at Sage?” 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 fresh fruit/veggie snack for the class approximately once each month (preschool). All other snacks are provided by Sage. 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.

## **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 email. Please check your child's classroom file daily for important information and reminders.

Depending on your schedule and that of each teacher, you may not see your child's main classroom teacher(s) on a daily basis. Please know that all Sage teachers work very hard to keep you informed. If anything out of the ordinary occurs, you will receive an email, or depending on the situation, a phone call. The staff will also make every effort to address your requests or concerns in a timely manner.

Scheduled Parent Teacher Conferences will take place in the spring.

It is expected that you will check email on a daily basis, as this is the main form of communication used by Sage to report any school wide news. Stay informed by reading all emails carefully!

## **PARENTS FOR SAGE (PFS)**

Your involvement with Sage Academy is a direct link to our school success, and your child's positive experiences. While tuition covers our basis budget, all other needs such as new playground equipment, teacher wish lists, facility improvements, education conferences for staff, and special events are dependent on your fundraising efforts. 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.
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)
3. A lunch each day, or a Lunch Voucher for the hot lunch program (books of vouchers may be purchased in the office)
4. A backpack
5. If your child is in the Yellow 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 8:45 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 12:45, and Full Day children by 3:00 PM. A charge of \$3.00 per minute must be paid directly to the teacher supervising your child if you pick up after 6 PM. The same charge (\$3.00 per minute) may apply to half day parents picking up after 12:45 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 (1:30 in Pre-K), and then play until nap time is over. The school supplies a cot or mat 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 through the lot. Due to safety concerns, please do not gather after school to play outside of the gates, or allow your child to run around in the grassy areas next to the parking lot.**

**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 administrator 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	Full (8:45-3) Half Day (8:45-12:45)
Elementary (Early Kinder-Grade 3)	8:45 AM- 3 PM
School Office:	8:30 AM – 3 PM
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 Academy, the following **non-refundable fees** are due:

Registration fee of \$100

Tuition Deposit- One tenth of the annual tuition (payment #1 of 10)

### **Monthly Payments:**

Tuition is due on the first of each month beginning September 1<sup>st</sup>, (payment #2) and late if not received by the 5<sup>th</sup> (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, camp tuition, and any other 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 July 1<sup>st</sup> 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. With proper notice, unused annual tuition will be refunded less the original 5% discount. **Other fees paid to Sage Academy are not refundable for any reason.**