

Grace Church

S C H O O L

254 Hicks Street, Brooklyn NY 11201

PARENT INFORMATION

ARRIVAL AND DEPARTURE

The school day officially begins at 9:00 a.m. Prior to 9:00 a.m., teachers are setting up their classrooms, making plans for the day and having conferences. For parents who need to drop off a child before 9:00 a.m., teachers will be available to take charge of a child at 8:50 should it be necessary. Please knock on the classroom door and the teachers will receive your child. This procedure is not available for Twos; they are still very young and separation is a crucial issue in their development. All children must be escorted all the way to their classrooms by an adult. Please do not say good-bye at the front gate or the front door.

Departure times and locations are as follows:

TOGETHER TIME	2:30	CLASSROOM
AM TWOS	11:30	CLASSROOM OR GARDEN
PM TWOS, UP & DOWN	2:30	CLASSROOM OR GARDEN
YOUNG THREES	11:50	GARDEN, GUILD HALL, CLASSROOM
MORNING THREES	11:50	CLASSROOM
AFTERNOON THREES	2:45	CLASSROOM
YOUNG FOURS, SHORT DAY	12:30	CLASSROOM
YOUNG FOURS, EXT. DAY	2:50	CLASSROOM
OLD FOURS, SHORT DAY	12:30	CLASSROOM
OLD FOURS, FULL DAY	2:50	CLASSROOM
KINDERGARTEN	2:50	CLASSROOM, ROOF, GARDEN

At departure time children must wait at the above locations until their parent, sitter, or friend arrives to take them home. This adult is then responsible for the child. Children must be met at the stipulated locations, not at the front gate. Promptness at pick-up time is essential. Your cooperation is appreciated. If there is ever a change in your child's regular pick-up, please write a note in the Going Home Notebook in the classroom or telephone the school. Children sometimes become confused about who is going home with whom on what day. We count on you to write down the after school plans. We cannot allow a child to leave with a substitute caregiver unless we are informed in writing (or, in an emergency, by phone) of any change of plans.

SNOW DAYS

We follow the lead of the public schools unless otherwise stipulated. When they are closed, we will be closed. You will be informed by telephone chain starting at 7 a.m. if there are unforeseen scheduling changes (e.g. hurricanes, blizzards, etc.). A message about the closing will also be recorded on the school's phone (718-624-4030).

ILLNESS

Always notify the school office if your child is ill so that other parents can be informed of possible contagion. A child with a heavy cold or even a mild upset stomach cannot function well in a group and might infect classmates and teachers.

This year it is especially important that you call the school if your child is being kept home due to flu symptoms. We will be tracking the number of children absent because of flu on a daily basis and need your cooperation.

A child should stay at home until he/she:

- has been without fever for twenty-four hours
- has been on an antibiotic for 48 hours
- is not overly congested, with only minimal nasal discharge
- has not vomited within 12-14 hours prior to coming to school

If your child has had an injury (sprain, fracture, break, etc.), surgery, or prolonged illness, your pediatrician must send the school written permission to resume attendance. This note must include any physical restrictions to be followed when the child is at school.

PARENT PARTICIPATION

We urge parents to share their time and talents with our children. Come and cook, garden, play an instrument, talk about a family tradition, your work or hobby. Our school is made a richer place for everyone by the active involvement of our parents.

We appreciate contributions of found materials such as shells, smooth stones, buttons, fabric, yarn and ribbon scraps, shirt cardboard, plastic fruit baskets, cylindrical oatmeal boxes, wood scraps, plants, yogurt containers, etc....

COMMUNICATION

Friday's Paper is published by Hope Prosky and "editor/illustrators" from the Kindergarten class. The paper includes an article from each class. Read *Friday's Paper* to find out what is happening at Grace Church School and how the children react in their frank, amusing, brilliant and sometimes embarrassing ways (children's dictations are not edited).

The administrative and teaching staff at Grace is accessible for both formal and informal conferences and class meetings. The teachers set up two formal conferences a year for each child's parents. Additional conferences and class meetings are scheduled as needed. Your open communication with us is essential.

CELL PHONE POLICY

We believe that communication with children is our first priority. The use of cell phones during the important transitions of arrival and departure to and from class can be disconcerting to children who need and deserve the immediate and undivided attention of a parent or caregiver. Therefore, we ask that cell phones not be used inside our building: in the halls, classrooms and lavatories. Please step outside to make and receive your calls. Please convey this policy to caregivers or other family members who bring or pick up your children at school.

BIRTHDAY PARTIES

Teachers in each class set up their own birthday rituals. Each child can bring a special home-made snack of his or her choice for the school celebration. The usual choice is cupcakes and we ask that all the cupcakes, etc. be the same (for example, all vanilla or all lemon or all the same color). Please do not bring in anything but the snack, and remember to inform the teachers of your plans a few days early. The simple school celebration is meaningful to each child and to the group. Please consider any allergies your child's classmates may have when planning the snack. If your child's birthday falls either during the summer or on a school holiday, we will be glad to schedule a make-up party.

We suggest that home birthday parties not be scheduled directly after school unless all the children in the class are included. We find that parties in the home are most successful when they are planned on weekends, the size is kept small, the duration short, the agenda simple!

STROLLERS

Only strollers that can be completely collapsed can be stored in the back hallway for TT, Twos & Young Threes. If you are leaving a stroller in the entry area *temporarily*, please make sure it does not block safe passage in the hall and on the stairs. We are not responsible for anything left outside in the courtyard.

COFFEE HOUR

There will be a Parent Coffee Hour on the first Wednesday of every month from 9-10 in the North Room. Fathers, mothers, younger siblings, and caregivers are all welcome to talk with Hope at that time. It's also a great opportunity to meet other parents.

POT-LUCK SUPPERS

Early in the fall Class Parents plan a Pot-Luck Supper for each class. Held in parents' homes, without children, these events are a great way to get to know other parents in your child's class, as well as Hope and your child's teachers.