

# Student & Parent Handbook 2022-2023

## Laurel Academy

As a non-profit school, it is our privilege to provide the children in our community with a safe and beautiful environment,

encouraging a love of adventure, and nurturing the curiosity that leads to a love of life-long learning,







building and strengthening every child's ability to read well and understand numbers,









fostering imagination,







and promoting healthy and strong bodies!

### Welcome

Enrolling your child marks the beginning of a new relationship, one which will be full of exciting new experiences for you, for us, and for your child. You are warmly invited to take advantage of every opportunity and service our school offers. They are many and they are yours.

Effective interaction and teamwork will depend on a good understanding of our school's philosophy and basic agreements between your family and our school. If those agreements are strong and stable, almost any storm can be weathered. Such "storms" are mentioned in advance because, if we as a school and parent team are doing well at helping your child tackle areas of growth and challenge, there will inevitably be some periods of rough weather. If the agreements are weak or faulty, then the relationship between school and family can become unstable just at those times when the child most needs that relationship to be an anchor for his or her continued growth.

Thus, together, we make the following agreements:

- Philosophy: Our school's core principles and values are covered in this Handbook. We always strive to help a child achieve greater independence through hands-on learning, the mastering of life skills, and a high expectation of responsibility.
- 2) **Familiarity:** In support of the above, our school agrees to make educational materials available to you, who we hope agree to familiarize yourself with when improved alignment and teamwork is needed.
- 3) **Coordination:** If either party is aware of a situation, in school or at home, that seems to be affecting a student's progress, either party may seek coordination toward its resolution. This would normally occur as part of routine interaction. But if a situation remains unsolved, a more formal conference may be necessary. Both parties agree to cooperate in this way within a reasonable and appropriate amount of time.
- 4) **Remedies:** If a parent feels that the results as above have been unsatisfactory or that a more serious situation needs attention, the matter may involve the Principal. Remedies can be expected to be consistent with the school's philosophy, and above agreements.

- 5) Good Faith: As in any relationship, these agreements are an integral part of maintaining an effective partnership. Thus, both the school and parents agree that continuing weakness in these agreements or repeated failure to honor them in good faith could lead to a termination of service. Both parties agree to follow any expectations detailed in the enrollment contract, which ensures that the family and school are well matched, all in the interest of the educational success of the student.
- 6) **Open Communication:** The above points are overarching and encompass a variety of situations. They also apply to seemingly trivial details, as simple as, "We didn't have much breakfast today." or "Grandma is in town this week." Changes such as these make a difference in a student's life. A rough night of sleep, traveling parents, visiting friends or family, a new sibling, or the loss of a pet all make a difference in a student's day. Similarly, we agree to share changes in our school with you.

We are excited to welcome you to the school community and we look forward to working with you in helping your child's educational goals become a reality.

- The Laurel Team

### Table of Contents

#### Introduction

Our Approach

Our Focus

Class Size Matters

Individual Programs

Program Overview

Teamwork

#### Curriculum

Math

Reader's and Writer's Workshop

The Arts

**STEAM** 

Life Skills

Physical Education

#### Attendance

Required Hours

Arrival and Departure

General Schedule

Extended Day Programs

Summer Break

Vacations & Closures

Snow Days

#### Parents - Your Participation

Communication

Parent Involvement

Parent Conferences

How to Help Your Child Love Reading

#### Supplies Your Child Will Need

What Your Child Will Need

Student Dress Code

Nutrition

Lunches

Personal Items

Lost & Found

#### Other Things to Know

Statement of Non-Discrimination

Religion

Holidays & Cultural Events

Birthday Parties

Field Trips

Illness

Medications

Medical Emergencies

Disaster Drills

Snow Policy

Property Damage

Insurance

Substance Policy

Child Abuse/Neglect

Changes to this book

#### **Lunch Suggestions**



### Introduction

#### Our Approach

We believe all children have vast potential and start life with great interest in learning, and that difficulties in school are primarily a result of a poor or flawed educational approach. If one has a purpose for the subjects being learned, along with the proper tools for recognizing barriers to learning and how to remedy them, they can be in the driver's seat of their own education. This study expertise and the ability to think with and use the knowledge is how someone can improve their lives and the lives of those around them.

#### Our Focus

Academics are often viewed as that aspect of an educational program which takes place inside the classroom with textbooks, lectures and chalkboards. At Laurel Academy, we don't view academics as a dry study of various subjects in a quiet classroom setting. Our focuses are on the practical use of the information studied and to encourage our students to get involved in the learning process. Having them demonstrate competence in the subjects they have studied is spotlighted rather than the amount of time spent in the classroom or the accumulation of data and facts. These factors lend themselves to a lot of hands-on activity, as well as to a different and more effective way of getting through an educational program.

#### Class Size Matters

Our classrooms are capped at a 1:10 teacher to student ratio because we believe small class sizes are at the core of an excellent education. We want to empower students by giving them tools to resolve their own barriers or limitations; lasting success is not measured by how much you know, but by how well you can learn and then apply that knowledge to creating, adapting, and overcoming.

Our students graduate with the skills they need to research and discover information for their use, not just parrot back facts for an exam. We're cultivating a love of learning to help build the next generation of curious, thoughtful leaders.

#### Individual Programs

In our close-knit community students are treated as individuals, and are given highly personal attention, a tailored academic program, and a focus on demonstrated proficiency. Each student is regularly assessed and their program adjusted accordingly based on their strengths and weaknesses, always working toward 100% mastery.

In the 2nd grade and above, one of the tools used to enable a child to progress individually (so they are not held back or forced ahead before having true understanding) is a "checklist." A checklist consists of a set of assignments, both theory and practical, that a student carries out in order to learn and apply information on a specific topic. The use of a checklist ensures each student progresses with mastery so that no crucial elements of a subject are omitted due to "lack of time" as is usual in a lecture-style classroom.

#### Program Overview

There's a technology to nearly everything - taking a photograph, plumbing a house, or performing a surgery. But is there a technology to effective study?

**tech• nol• o• gy:** (noun) The specific methods, materials, and devices used to solve practical problems. (The American Heritage® Science Dictionary)

There is, and it's called Study Technology<sup>TM</sup>. It does not involve simple things like memory tricks or study tips, but provides an understanding of the fundamentals of the learning process itself. It identifies specific barriers that can prevent comprehension, and teaches one how to remedy these. Mastering these tools enables anyone to learn a subject or acquire a new skill.

In our ever-changing world, the ability to learn, relearn, and apply knowledge in one's life is what determines success. With Study Technology, any lack of success can actually be traced back to a cause that you can control.

#### Teamwork

Our teachers do not operate in a solitary environment. They constantly collaborate and inspire each other. As a result, our students benefit from the continual partnership of their teaching team.

In fact, this team extends to your family as we tend to develop strong bonds with our students and their families. Education is a collaborative effort and we are aware of the trust and partnership that this implies. Your active participation with the school in your child's education is more than important—we view it as essential.



### Curriculum

#### Math

Our math curriculum includes Primary Mathematics, often referred to as Singapore Math, which was originally created by the Singapore Ministry of Education in the 1980s. It is a powerful method with internationally proven results. Seattle Public Schools adopted Math in Focus in 2013, which also evolved from Singapore Math.

The essence of the program is that all concepts are first introduced through concrete means before proceeding to pictorial representations, and finally moving to the abstract. More simply put, this is accomplished through an abundant use of hands-on manipulatives so that number sense is developed before children put pencil to paper.

We supplement the Singapore Math curriculum with ST Math, an online math game curriculum. It is a wordless, completely visual approach to math that our students simply can't get enough of! As an additional perk, we offer free access to Reflex Math, which hosts online math games aimed at developing fact fluency.

#### Reader's and Writer's Workshop

The ability to read well gives one access to an entire world of discovery, and the ability to teach oneself. As such, our flexible workshop framework allows 1:1 instruction so that each student can achieve mastery in reading, speaking, listening, and writing. While the content of each workshop may change, the framework remains the same.

A workshop session typically begins with a mini lesson. Students then split off to work independently. Sometimes, students are partnered up with their "session partner", who may provide assessments, collaboration, recommendations, and feedback throughout class. The teacher will circulate and work with each child, offering individual assistance as needed. At the conclusion of the workshop, students often share their work or progress with their peers.

#### The Arts

We consider that art, in any form, is a key element of our curriculum. Whether it be visual art, music, dance, or theater, students engage in expression every day.

Our auditorium serves as a fantastic gathering place for events of all kinds.

#### STEAM

More commonly known as STEM (Science, Technology, Engineering, and Math), STEAM is simply STEM + Art. This class blends real-world art and design to enrich the STEM experience in activity-based learning.

In our ever-changing world, the future generation faces problems that will require creative solutions, and we want to spark irrepressible explorers who can engage strong critical-thinking and problem-solving muscles.

Whether we explore how to build your own musical instrument, design a magnet maze, participate in a pinewood derby, or create a fibonacci art project, students are engaged through countless endeavors.

#### Life Skills

Sometimes a student's interest grows beyond a traditionally academic subject. We encourage everyone to bring their unique curiosity to the table and explore how far they can go.

We hold life skills classes like cooking, manners, and gardening, and students are given responsibilities through weekly chores around school.

The ability to make good choices and develop a personal sense of responsibility for one's self, others, and environment are also part of the bedrock of a gratifying life. To this end, children have many opportunities, both as a group and individually, to develop this skill set.

#### Physical Education

Movement and exercise are an integral part of our educational day. As such, physical education not only improves a child's muscular strength, but develops a set of motor skills, self-discipline, interpersonal skills, and a joy in the great outdoors. Students go outdoors for physical education each day, whether it be exploring our neighborhood on a walk, or through yoga, sports, or movement games. Additionally, students learn about how to make healthy food choices for their growing bodies and busy minds.



### Attendance

#### Required Hours

State law requires children to attend a minimum of one thousand hours of school per school year of 180 days, and truancy reporting is part of our state-licensing obligation. Please refer to Washington State attendance laws (RCW 28A.225) for more information. Our yearly calendar exceeds hourly instructional requirement by 220-245 hours, depending upon the year.

We recognize that travel and the experience of exploring new places are valuable educational tools and will work with your family to ensure your child meets the minimum attendance requirements. Depending on your child's age, we may ask him or her to keep a travel journal.

#### Arrival and Departure

A timely arrival allows them to take part in opening activities for the day with the rest of their class without feeling rushed. Help us to help your child have a peaceful entry into their classroom.

During the pandemic, we cannot accommodate late arrivals that are not prescheduled, so if you miss your drop off window, plan to return home with your child. If timely arrival is a challenge, we suggest coming a few minutes early and parking in the parking lot until it is your "turn" to drive through.

Children must be signed in and out each day by a parent (or another authorized guardian) using our electronic system - Sandbox. Laurel Academy is not responsible for any child who has not been signed in.

For every child's safety and security, we lock our doors at 8:21 am. Please see our Late Arrivals Policy for more specifics.

We are using a drive through drop-off system.

Children from different classrooms don't mix on campus, therefore it is *absolutely* essential that each family follow the drop-off/pick-up windows scheduled for their child's room.

- If a person from your child's Emergency Contacts list will be picking up your child, please have them come directly to the main office with their Driver's License.
- For special drop-off and pick-up times, such as for doctor or dentist appointments please schedule with us in advance via Sandbox
- Late Pick-up: All children need to be picked up by 4:30 pm, which is when the school closes. Parents who are late will be charged \$25.00 for the first minute and \$2.00 per minute after 4:30 pm. If you are running late, please text your teacher directly.

#### General Schedule

8:05 - 8:20 AM: DROP OFF WINDOW - Children arrive and get settled

8:30 - 8:45 AM: YOGA - Get prepared to learn

9:00 - 9:40 PM: CORE ACADEMICS - Learning activities

9:40 - 9:50 AM: **SNACK** - Morning snack

9:50 - 10:50 AM: CORE ACADEMICS - Learning activities

10:50 - 11:10 AM: BRAIN BREAK - MUSIC AND MOVEMENT - Songs, rhythm, and movement

11:10 - 12:10 PM: CORE ACADEMICS - Learning activities

12:10 - 1:10 PM: **LUNCH & RECESS** - Eat, clean up, use the bathroom, and outside time (rain or shine)

1:10 - 3:00 PM: **AFTERNOON ACTIVITIES** - Afternoon focus varies by day of week. Activities include: STEM, P.E., Theater, Music, and Art

3:00 - 3:15 PM: CHORES AND CLOSING CIRCLE

3:15 - 3:30 PM: **PICK UP WINDOW** - Children not participating in Extended Day are picked up by 3:30 pm

3:30 - 4:15 PM: EXTENDED DAY ACTIVITIES - Homework, snack, outdoor, and indoor activities

4:15 - 4:30 PM: PICK UP WINDOW FOR EXTENDED DAY

#### Extended Day Programs

Our school provides programming before and after school for an additional fee. Morning programming is from 7:30-8:05 am, and afternoon programming is from 3:30-4:30 pm.

#### Summer Break

When school is closed for summer, many families need activities for their children. We have a 7 week summer camp during July and August!

#### Vacations & Closures

Our school year calendar *approximates* the Seattle School District's calendar, and is available on our website and in your parent packet, and at your sign in area.

Tuition is set as an annual fee; it is not reduced by the child's days off due to illness, injury, vacation, inclement weather, or holiday.

#### Snow Days

If we experience an emergency school closure or late start due to inclement weather, parents will be notified with as much advance notice as possible, typically by 6:15 am via our electronic communication system (Sandbox), email, and text.

Our annual calendar is built to accommodate several snow day closures each year, so we do not need to extend our calendar to meet state requirements.



## Parents - Your Participation

#### Communication

Our school utilizes an online parent portal called Sandbox. Teachers use it to keep you up to date on news, photos, and events. There is also a Parent version of the Sandbox app available for download on your phone.

**Non-Urgent** communication. Please use Sandbox to communicate any non-urgent information about your child, such as special arrangements for birthdays, etc. You may also use it to make any updates on your child's profile. For *vacations* please refer to our Vacation policy and post the dates in Sandbox.

Please send illness related communication via Sandbox, and expect a follow up inquiry from an administrator.

Each child is assigned a core teacher at the beginning of the year. Questions regarding your child's social-emotional development can be directed to this teacher, or to speak about a specific academic subject. Our school administrator is always available for questions as well.

**Urgent** information should be communicated directly via the school line: (206) 522-5992. School generated urgent communications will come to you via text and email.

#### Parent Involvement

At Laurel Academy, we believe that some degree of parent participation in the school is a vital component for a child's success. Parents and students are part "owners" of the school, from the standpoint that it takes a community effort and a school-parent team to establish and maintain the highest quality educational program.

Parents certainly pay tuition and, as an extreme example, a parent might consider that the school is "well and sufficiently paid and should handle all the business of education of the student without any further contribution". However, virtually every public and private school from the smallest to the largest depends upon contributions from their parents, alumni, and other individuals wishing to help the effort to provide a better future for children through excellent education.

Parents play an integral role in assisting their child's learning and are encouraged to be actively involved in their child's education. Throughout the year, there are plenty of opportunities to help build strong ties. Activities range from parent nights and family activities to graduation ceremonies, musical performances, theater productions, and more. You may also have a special hobby, talent, or cultural holiday that you would like to share with your child's classroom or with the broader school community.

As a non-profit, your tuition payments cover operational costs. We are reliant upon the generosity of our parent community to acquire new resources (e.g. a telescope, tumbling mats for the gym, built-in library shelving, a playground music wall, robotics kits, and more).

#### Parent Conferences

Parent conferences are offered twice a year in the Fall and Spring, although they may be scheduled at any time if a parent or teacher has a concern. Parents are strongly encouraged to attend these conferences to gain a better understanding of their child's progress.

All students at Laurel Academy will attain 100% competency in a subject prior to moving to the next level or to the next subject. Your teachers will keep you up to date on your child's completions and projects, and even share photos via our electronic parent portal, email, or in person.

#### How to Help Your Child Love Reading

- Read to your children. Many parents do this when their children are very young but stop
  as their child begins to read on their own. Whatever your child's age, make reading aloud
  part of your time together.
- Be visible as a reader around your children, leading by example. Showing that reading is an enjoyable and rewarding activity will create willingness in your child.
- Help your child with homework when assigned. Your interest in and encouragement to complete homework assignments is important. Please encourage and acknowledge your child's good work and efforts.
- Watching too much television or engaging with an iPad, is a very common barrier to
  reading and general literacy. For a child used to watching television, it is usually easier to
  sit down in front of the TV than pick up a book and read. For an emergent reader, and
  at least well into 2nd grade, reading is work!



- If the next day is a school day, we ask that you keep the TV, movies, video games and computer games off. We strongly recommend less than a few hours of media on the weekend. In many cases, this limit is essential to the education process.
- Stay interested in your child's progress. Talk to the teacher, read report cards, ask how
  things are going. Observe your child's attitude and ability in reading and always
  acknowledge achievement.
- If you are interested in further information and suggestions, read Becoming a Nation of Readers: What Parents Can Do, a pamphlet published by the U.S. Department of Education. It is full of excellent, simple suggestions for parents who want to help their children acquire this vital ability.

## Supplies to Bring

#### What Your Child Will Need

The following are some supplies your child will need that are not covered by our school:

- Labeled and fully-packed lunch, including water, snacks, and an ice pack
- Indoor shoes (non-skid, slip on shoes like Crocs or Toms)
- Sneakers (for daily P.E. activities)
- Weather-appropriate outdoor gear such as raincoat, boots, hats, gloves, etc. during winter or a hat and sunscreen during summer months

For more detailed information please refer to the "What to bring to school" document from your child's enrollment packet.

#### Student Dress Code

We understand that older children will sometimes try out wardrobe choices that they have seen on television or in other places.

No clothing that might be characterized as revealing such as crop tops, hats to be worn outdoors only, costumes are only to be worn on special occasions.

#### Nutrition

Good nutrition is an important element in a student's successful day! We understand that families eat differently and that nutritional needs are met in different ways. A typical lunch should contain a healthy combination of protein, carbohydrates, fats, vitamins and minerals, and an absolute minimum of sugary items. These play an important role in your child's growth and stamina throughout the day.

We do not allow candy, soda, or gum, and recommend that bread or crackers be made from whole grain flours. Also, please be aware of pre-packaged foods. If the sugar content is higher than the protein content (some yogurts fall into this category, for example), we will encourage your child to eat other components of their meal first, saving the high-sugar item until the end of the day.

Additionally, we have found that many "protein" bars have rice syrup as their first ingredient (which is sugar) and do not recommend you pack these in your child's lunch box. We have seen that simple foods such as nuts, cheese, vegetables, etc. have a positive effect on students' progress and energy throughout the day!

#### Lunches

#### We are a NUT free school.

We do not have enough refrigerated space for each child's lunch. As such, you can pack a non-gel ice pack for perishable foods, or bring non-perishable items. A microwave is not available so we recommend you place any warmed foods in a thermos.

Need some ideas? Lunch recommendations can be found on the last page of this handbook.

#### Personal Items

Children are not allowed to bring personal items to school. The exception to this rule is on Show and Tell day which is scheduled for the last Friday of each month, or if your child has earned a coupon from the "school store".

#### Lost and Found

It is important to label everything that comes to school, including clothing. Items that are *labeled* and belong to someone will be returned to them. Clothing items that are not labeled will be put in the Lost & Found bin. Any valuables will be kept in the administrative office.



## Other Things to Know

#### Statement of Non-Discrimination

We recognize, value and promote diversity. It is the policy of Laurel Academy that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, or the presence of any physical, mental, or sensory impairment. Additionally, we comply with the requirements of the Americans with Disabilities Act. Laurel Academy acknowledges and protects the rights of children, families and staff to celebrate their own culture and their customs, beliefs and practices.

#### Religion, Holidays & Cultural Events

We do not disseminate any religious teachings. Like most secular schools, we employ philosophies from individuals across many cultures and beliefs. If the subject of religious beliefs comes up, we will always accompany these statements with "some people believe [...]". We do encourage parents and staff to share meaningful cultural events and celebrations in an age-appropriate manner. An open sharing of such customs and beliefs expands the children's understanding of the world and encourages acceptance and appreciation for other people's beliefs and differences. We invite you to come and share with us! You may contact your core teacher at any time to make arrangements.

#### Birthday Parties

Birthdays are a special time and we like to celebrate them by holding birthday parties for each child. If you plan to have a celebration at the school, give the teacher three days advance notice so that we can plan it into our schedule. You are welcome to bring a special snack for your child to share at school. Please consider that some of our children have dietary restrictions. We recommend a healthier alternative to cake and ice cream such as fresh fruit and frozen yogurt, fruit smoothies or organic fruit pops. Non-food items, such as bubbles, stickers, pencils, erasers, are also fun.

#### Field Trips

Families will be notified two weeks in advance of any field trip with the time, schedule, location and any extra costs that may be involved. Parents are always welcome on field trips!

#### Illness

Children who are not physically well won't fare well in a learning environment. They may also be contagious and pass their illness on to other children and teachers. Because of this, we are unable to accept children into our care if they are experiencing:

- Congested or runny nose
- Persistent sneezing or coughing
- Vomiting
- Diarrhea; 3 or more watery stools in 24 hours
- Mucus draining from the eye(s)
- Swollen glands
- Unusually tired, pale, lack of appetite, confused or cranky
- Communicable diseases (meaning contagious illnesses). Some examples of common communicable diseases include pink eye, the flu, whooping cough, strep throat, hand, foot and mouth disease, lice or nits, body rash, etc.
- A fever of 99° F
- Please send illness related communication via Sandbox, and expect a follow up inquiry from an administrator.

If your child becomes ill while at school, we will contact you and require that you pick up your child. Parents are expected to arrive for their child within 1 hour of being contacted. *This is not optional as the health and well-being of every child is paramount*. If we cannot reach you within 30 minutes, we will begin calling your emergency contacts for pick up.

**Under non-pandemic conditions,** a child sent home for the above reasons must be kept home for 24 hours after symptoms subside, and no fever without the use of fever-reducing medications.

Please refer to our COVID-19 Supplemental Packet until the pandemic restrictions are lifted.



#### Medications

**Medication Policy:** We understand that children will occasionally need to take medicine at school. Please fill out a Medication Authorization Form. No medication will be administered by the staff of Laurel Academy without a prescription or a note from the doctor.

A physician's signature is not required for these non-prescription medicines: *anti-itching cream, chapstick, and sunscreen*. However, parents must fill out the Medication Authorization Form, and non-prescription medicine must also be in its original container.

**Allergies:** Please inform us if your child has any allergies requiring medication such as an EpiPen. If "Yes", please fill out the Individual Care Plan Form and the Medication Authorization Form.

#### Ouch Report Policy

If a child becomes injured or hurts another child (even if minor) while at school, we write a quick report summarizing what occurred. This will be sent home with you at the end of the day. In the event of a serious incident, you will be notified immediately.

#### Medical Emergencies

Our procedure for life threatening emergencies is as follows:

- Call 911 immediately
- Administer first aid and/or CPR as appropriate
- Notify parents or guardians
- Transport child to the hospital as appropriate (or designated hospital)
- Document emergency and file in child's file.

In case of illness or accident it is necessary for us to know where you may be reached. Please keep a current list of emergency contact information on record with us.

All children must have a signed emergency contacts form, immunization form (or exemption form) and health history form on file by their first day of attendance.

#### Disaster Drills

We practice monthly fire drills, quarterly disaster drills (including earthquake and lockdown procedures). Staff are trained on an ongoing basis. A full disaster plan is available in your child's classroom and we encourage you to read it. Evacuation plans are posted in each classroom.

**Preparedness**: We require all parents to bring a small supply of items for your child (such as non-perishable snacks, a small flashlight and a bottle of water) which we store on-site. A full list of required supplies can be found as part of your enrollment paperwork.

Our building is regularly examined for safety in a possible earthquake, and any areas found wanting are addressed.

#### Snow Policy

We will make every attempt to stay open and serve you. In the event of a closure due to snow, we will notify you via a text message and a posting to Sandbox.

- If a snowstorm hits mid-day, and Laurel Academy is *able to maintain regular hours*, we still recommend that parents pick up their child early.
- If a storm hits mid-day, and Laurel Academy must call an early release, please arrive promptly for pick up.

Snow days are not made up at a later date. Refunds are not available for snow days.

#### Property Damage

We expect students to be responsible and have a high degree of ownership for the school and its facilities. If a student causes damage to school property, we ask that the family cover the cost of repair or replacement.

#### Insurance

Laurel Academy carries full insurance coverage including liability and accident policies.



#### Substance Policy

Laurel Academy considers a child's safety of utmost importance. If a parent or other appointed adult who picks up a child appears to have been drinking or using drugs, we will:

- 1. Confront the adult.
- 2. We will ask permission to call another person on the authorized pickup list.
- 3. Volunteer to call a cab or offer other transportation assistance.
- 4. If all offers are refused, the school will contact law enforcement and Child Protective Services to notify them of potential danger.

#### Child Abuse/Neglect

We are obligated by law to report any suspicion of child abuse or neglect to Child Protective Services.

#### Additional Information

Due to the nature of our expanding school, this handbook will undergo changes from time to time. For the most complete and up to date information please refer to the following in your enrollment packet.

- Emergency Comfort Kit
- Photo Release Form
- Field Trips Release Form
- Animal Care and Handling Policy
- Parking Lot Safety/Drop off/Pick up Procedures
- COVID-19 Supplemental Packet

## Lunch Suggestions

A typical lunch should contain a healthy combination of protein, carbohydrates, fats, vitamins and minerals. We do not have enough refrigerated space for each child's lunch. Non-refrigerated items or parent-supplied reusable non-gel freezer packs are required for perishable foods. A microwave is not available, so we request parents not to send items that need heating. Microwaves involve teacher handling and we strive to have the children to be responsible for their lunches in all respects.

#### Main dishes:

Chicken & lettuce wrap

Green salad

Meat and cheese quesadilla

Deviled eggs

Meat and cheese quiche

Caprese salad Chicken curry Chicken salad pita Thai spring rolls

Paella

Cranberry tuna salad

Spinach soup Minestrone soup Eggplant parmesan

Chili

Apple chicken salad

Meat tamales Fish tacos Crab cakes Zucchini cakes Ratatouille Beans and rice

Sushi Egg salad

Hummus and vegetables

Sausage

Smoked salmon Taco salad Couscous salad Black bean soup Sashimi

Meat kebabs Chile relleno Mean enchilada Meat flautas Gazpacho Falafel

Meat and vegetable teriyaki

Bouillabaisse Andouille gumbo Beef bulgogi

Meat and cheese burrito

Lamb shawarma Moo shu pork

Sandwich (turkey, ham, salami, roast beef, tuna, egg salad, etc.)

#### Side dishes:

Yogurt Assorted nuts Coleslaw Cheese:

String, cubes, slices, cottage, cream

#### Fresh of dried fruits:

Apples, apricots, avocado, bananas, berries, cantaloupes, cherries, coconut, dates, figs, grapes, grapefruit, honeydew, kiwi, lychee, mango, oranges, peaches, pears, pineapple, plums, pomegranates, nectarines, watermelon

#### Fresh vegetables:

Artichoke, asparagus, beans, beets, bell peppers, bok choy, broccoli, brussel sprouts, carrots, cauliflower, celery, cucumber, edamame, green beans, jicama, kale, lentils, mushrooms, radish, seaweed, spinach, squash, string beans, sugar snap peas, tomatoes, turnips, yams, zucchini

