



BEACON COUNTRY DAY SCHOOL

PARENT AND STUDENT
HANDBOOK

Beacon Country Day School MISSION STATEMENT

Purpose: Educational Excellence for the “whole child”

Beacon Country Day School, (BCDS), offers an enriched educational experience that promotes educational excellence. We respect the value of each individual and develop the “whole child” by providing a warm, nurturing, positive, and supportive school environment and culture. Students are challenged: To build strong social, emotional, physical and academic foundations; to gain more knowledge, responsibility, and confidence for the 21st Century through a total learning experience. BCDS provides opportunities to develop self-esteem, creativity, and the joy of learning; which will maximize each child’s potential, encourage lifelong learning, strive for personal excellence, and achieve educational excellence.

We Believe:

** In providing each child the enriched and accelerated learning needed to reach a high level of academic excellence.*

**In establishing positive, effective communication and interpersonal relationship skills.*

**In helping each student establish a healthy self-concept, awareness and understanding of the world and of people, compassion, and a sense of pleasure and delight in learning.*

**In preparing children for the 21st Century so they can adapt to an ever changing global workplace.*

BEACON COUNTRY DAY SCHOOL PARENT AND STUDENT HANDBOOK

TUITION AND FEES

Tuition and fees are fully explained in tuition information. Payments have been structured over a 10-month period for the convenience of parents, thus, a June payment is due. Please submit the June payment by June 1, as the books for the school year must be closed. Tuition may also be paid annually, bi-annually, and quarterly. Extra fees accrue for late payments and unpaid balances. Parents arriving after 5:30 are assessed late fees, due at the time of pickup to the teacher who had to stay late: 5 minutes - \$10.00; 10 minutes - \$20.00; 15 minutes - \$25.00; 20 minutes - \$30.00; 25 minutes - \$40.00; 30 minutes - \$50.00; 1 hour - \$75.00. In the spring, families submit the first month's tuition, which is non-refundable, for the following school year in order to secure a class placement. Regardless of the subsequent withdrawal or termination of a student, tuition and fees for the school year remain due. The school must be notified of withdrawal.

CONTACTING THE OFFICE, ADMINISTRATORS, AND TEACHERS

Please feel free to contact the office whenever you need assistance or have questions; we will be happy to help. We welcome your calls, questions, comments and concerns. If you need assistance, please feel free to call (303)771-3990 or email: Dr. Cindy Wallace at cwallace@BeaconCountryDaySchool.com or Dr. Tracy Rogers at trogers@beaconcountrydayschool.com. If there is an immediate problem, please contact the office so we may assist you promptly. It is very helpful if you leave a note describing what you need so we may gather any necessary information before contacting you. This can save you a great deal of time.

If you wish to speak to your child's teacher, please leave a message with the office. The teacher will return your call as soon as possible during his or her lunch or planning periods. Teachers are assigned to a variety of duties throughout the school day and will be happy to speak with you when they are free. Many parents are able to obtain information in passing. We do ask that instructional activities not be interrupted, as this interferes with the learning process.

ADMISSIONS AND REGISTRATION PROCEDURES

An admission to BCDS is a very personal process and acceptance confirms our strong interest in your child's future growth. The information you share helps us know you and your child on a much more personal level. Many students and their parents, who share your interest in education, will be joining us; you will enjoy meeting, working, and sharing with them. Students are selected for their commitment to educational excellence, level of learning, and their enthusiasm for involvement in the life of our community. BCDS provides many ways that will help make your transition to school easier.

1. Please contact BCDS to arrange for information to be sent and to schedule an appointment to attend a Parent Information Session. Curricula will be described, and a guided tour will be provided.
2. Admission testing is a scheduled and is an individual procedure. Parents will be advised of test results and acceptance.

3. Send recommendations to your child's previous school and request they be sent to BCDS.
4. Children are welcome to visit the school with parents; school age children may be asked to visit the class for a day.
5. Registration may be completed by submitting the following documents: enrollment forms, physical examination form (due no longer than 30 days out from enrollment), Colorado Immunization Form (state required before or on the first day of enrollment), emergency/field trip permission form, tuition contract, emergency card, and enrollment fees. We prefer all students provide an up-to-date Certificate of Immunization, however, we do accept children with an Alternate Certificate of Immunization which may indicate that the child may be in the process of or chosen not to be immunized for some diseases.

ACCEPTANCE POLICY

Children may begin enrollment at BCDS at age 3 for Preschool and then continue through the eighth grade. Admission testing is provided to determine academic levels, class placement, and to initiate the accountability process. Acceptance to BCDS is always made on an individual basis and includes consideration of the child's educational needs, intellectual potential, learning style, social and emotional development. The BCDS protocol must be met when early entry is requested. Children will be accepted throughout the school year if there is space and if it will benefit the child. According to the Americans with Disabilities Act, BCDS faculty will meet on an individual basis with the parents of a child with disabilities to determine if this is an appropriate educational placement and if reasonable accommodations can be made.

SCHOOL HOURS AND CLASS HOURS

The school is generally open from 7:00 a.m. to 5:30 p.m.
Before and Aftercare is free of charge to all families.

The schedule for class hours are as follows:

Preschool	8:30 – 2:30
Junior Kindergarten	8:30 - 2:30
Kindergarten	8:30 - 3:00
1st - 5th grade	8:30 - 3:00
6th - 8th grade	8:30 - 3:30

PROCEDURES FOR CLOSING THE SCHOOL EACH DAY

Staff who closes the school will check the sign out log daily to be sure every one has been signed out by a parent. If a child has not been signed out, parents will be called to verify they do, indeed, have the child. Please help us by signing your child in and out daily.

The sign in/out sheets are located in the All Purpose Room each morning until 8:00 a.m. At 8:00 a.m. the sign in/out clipboards will travel to your child's prospective playground and then are available in your child's classroom upon the start of class. Again, please be sure to sign your child in and out each day.

PROCEDURES WHEN A CHILD HAS NOT BEEN PICKED UP BY CLOSING

If you are going to be late picking your child up at the end of the day, please call the school. If your child is still at school at 5:30 p.m. faculty will attempt to contact you by phone and if you are not available they will call your emergency numbers. If no one has arrived by 7:00 p.m. faculty will contact the Greenwood Village Police for assistance. They will take custody of the child until parents can be located.

CURRENT PHONE NUMBERS AND EMERGENCY INFORMATION

BCDS must be kept informed of telephone and address changes at home and work in case of emergency. Please leave current numbers for temporary assignments and numbers where you may be reached if you will be away. A note to the office or teacher with this information is helpful and reduces any anxiety your child may have about a parent's absence.

SEPARATED AND DIVORCED PARENTS

BCDS is happy to accommodate the special needs of children who spend time in two separate homes. This creates special needs for the school as well. Generally, parents work cooperatively together; however, we are happy to schedule separate conferences and provide an extra copy of school information. If there are specific Court guidelines, which BCDS needs to be aware of, please provide a copy of the Order. This will eliminate any confusion and will allow us to handle things smoothly for the well being of the child. If a parent wishes us to send the weekly class letter, please provide the teacher with an email address or self-addressed, stamped envelopes.

SCHOOL CALENDAR AND VACATION PERIODS

BCDS follows a typical school calendar throughout the year. There is no school on parent conference days, in-service days, holidays or vacation periods. On half-day, in-service days, school is in session until noon. School vacations are scheduled according to a typical school calendar. If your family has scheduled a vacation outside of the school's, please alert the teacher in advance, so assignments may be gathered or saved for your child. Vacations can be valuable experiences and provide wonderful learning opportunities; although, if your child is frequently out and is experiencing difficulty or falling behind, we will notify you.

WE CLOSE FOR THE FOLLOWING HOLIDAYS AND BREAKS:

Labor Day
Veteran's Day
Thanksgiving Break (the day before, the day of, and the day after)
Winter Break
MLK Day
President's Day
Spring Break
Memorial Day

*(BCDS reserves the right to change or add closure days.
These will be reflected each year with our school calendar.)*

An optional summer enrichment program may be provided each year based on the needs of our families. This will be determined and information provided to families each year as we near the summer months.

CONCERN OR PROBLEM WITH A CLASSMATE, SCHOOL WORK, OR THE TEACHER

Please talk with the teacher about issues as a first step. When teachers know there is a concern they will follow procedures to resolve it quickly. The teacher will first gather any information that is needed and speak with anyone concerned. Once this step is completed it is usually clear what has happened and what needs to be done to resolve any issues. There are generally two sides to most stories and it is mandatory that every one is treated fairly and with an open mind when determining what has happened. Please allow the teacher to proceed in a professional manner to gather the information so a fair outcome can be determined. Perceptions are not always the same and it is important that parents know clearly and realistically what the facts are in order to provide the best support to their child. There are times when it is necessary for your child to talk with parents about issues once the information has been gathered. If this is needed, please help by participating. Dr. Wallace and Dr. Rogers are notified whenever necessary so they may help or provide any follow through which may be needed.

PLEASE SEE THE LAST PAGE

RIGHTS AND RESPONSIBILITIES

We believe that all members of our school community have a right to be kindly, fairly, and well treated. We also believe that all members of our school community have a responsibility to treat all others in the same manner. Please remember these rights and responsibilities and model them for your child in all your interactions at school.

The faculty has a responsibility to treat all children, parents, and other teachers in a calm, kind and objective manner. Faculty has a responsibility to gather all needed information when a problem arises so the issue is clear and can be dealt with appropriately and fairly. Children and parents will be treated with respect, calmness, and kindness. Parents have a responsibility to treat other parents, children and teachers in a calm, kind and objective manner. Parents have a responsibility to gather all needed information when a problem arises so the issue is clear and can be dealt with appropriately and fairly. Children and faculty will be treated with respect, calmness, and kindness. The faculty is responsible for handling problems with other children or parents. If you have a problem, please notify the teacher who will deal with the issue. The teachers are professionals and are equipped to resolve issues. Allow them to do their job. Finally, the faculty members at BCDS are very well trained and experienced professionals. They work very hard to do their best for each child. They deserve to be treated with respect, kindness, objectivity and calmness. Yelling at, or scolding any faculty member is unacceptable. No faculty member would dream of treating a parent in this manner and parents should not either. If an adult or child becomes so upset or angry that he/she yells or loses control, the meeting will immediately stop until the issue can be handled calmly. There are times when the student's presence is necessary: the school expects parents to cooperate with this request and the discussion will not continue until the student is present.

SECURITY

BCDS is a secure environment. We will issue two card scanners per family following receipt of the card form request. Additional cards will be issued for \$15 each for nannies or grandparents who frequently pick the child up from school. Lost cards must be reported immediately to protect security, and replacement cards may be purchased for \$15.00.

Please do not let anyone into the building you do not know. Visitors may enter through the office door. Children are not allowed to open the doors in order to maintain security.

STANDARD RESPONSE PROTOCOL

We are using the recommended Standard Approach Protocol for emergencies that law enforcement agencies are recommending throughout the area. It is simple, standardized, and provides a common approach. The SRP was developed by the “I Love U Guys” Foundation. Please visit their website for detailed information:

<http://iloveuguids.org>.

We will have practiced with and trained the children. It is imperative that parents and caretakers follow any directions that are given. If there is a serious threat, the police will block the driveway and no one will be allowed onto the grounds. These procedures are for the protection of everyone. Here are the primary announcements:

FIRE INSIDE: Evacuate to the playground.

FIRE OUTSIDE: Shelter in silence

TORNADO: Evacuate to hallway! Shelter for tornado! Drop, cover and hold.

LOCKOUT: Lockout! Secure the Perimeter.
This is typically used when there is an animal or intruder outside. The doors are Secured and school and activities continue inside as normal without restrictions.

LOCKDOWN: Lockdown! Locks, lights, and out of sight.
Lockdown is used if there is an intruder, kidnapper, or weapon inside the building. The police will secure the building then go room to room with their keys to release the children from lockdown. If we are on lockdown, no one will be allowed to enter. Parents are not allowed to enter. They will be turned away and not allowed on the grounds at all. Staying calm is mandatory.

OTHER: There are a few additional announcements for things like Hazmat, earthquakes, or bomb threats.

When the police contact us, we follow their directions explicitly. We do generally explain the situation to the children at an appropriate time to reduce any fear they may have. Every faculty member has an Emergency Response Protocol binder with every student and staff's emergency contact information, class lists, the Calling Trees, allergy and medical information, complete directions/assignments for securing the perimeter in both lockout and lockdown should we have to evacuate.

We have established two locations in the event we need to evacuate the premises:

- 1.) Greenwood Community Church (SE corner of Holly and Belleview)
5600 E. Belleview Ave.
Greenwood Village, CO 80111

- 2.) Lou Residence (adjacent property directly east of the school)
4 Black Fox Lane
Greenwood Village, CO 80111

You will be notified of either location for pickup. **Do NOT, under any circumstance drive to either evacuation site to pick up your child until instructed to do so. There are very specific procedures that must be followed that are set by the authorities.** Faculty will have a check out system in place to release children to parents which will require you to show your identification.

There are a few important rules that need to be followed in the event of a Lock Out or Lock Down. **Please DO NOT call the school as the phones need to be used for communication with law enforcement officials. Please DO NOT come to the school, as this could interfere with the authorities taking care of an emergency and would also compromise the safety of the students and faculty in the building, as well as your own.** Teachers will use the two-way radios and their cell phones and the calling trees will be initiated. If parents are in the building, they may NOT leave as this may compromise the safety of all children and faculty. In the case of Lock Out, parents are required to enter through the main office and be prepared to show identification. They may not leave until authorities have determined the area is safe and secure. If we are in Lock Down, parents may NOT enter or exit the school.

CHILDREN AND ELECTRONIC DEVICES - CELL PHONES, IPADS, IPODS

In an emergency, parents may leave messages for a child during the school day with the office and we will deliver the message. Sometimes children wish to call parents during the day to ask if a friend may spend the night or play after school. Children are encouraged to make these arrangements ahead of time, as it is not fair to surprise parents with these requests. Cell phones and texting, which can be very disruptive, are not allowed at school. In order to preserve the integrity of the learning environment, please explain to your child the necessity for these requests. IPODS and cell phones are not allowed in class. Middle School students have permission to have a cell phone at school which **MUST** be turned off and in their lockers or placed in the communal basket that is kept on the teacher's desk. They may use the cell phones **ONLY** with teacher permission. Use of a cell phone without teacher permission will result in one warning only and any additional incidents will result in removal of the cell phone for 24 hours.

ABSENCES AND TARDINESS

Please notify the office if your child is absent due to illness or other reason. Children who arrive after 10:00 need to check in at the office.

PROCEDURES FOR ILLNESS

You are the best judge of your child's health and we trust you will not bring a sick child to school. Faculty shall observe each child upon arrival to look for signs of contagious disease. If a child appears to be sick upon arrival, the parent will be asked to take the child home. If in the opinion of the teaching staff, your child is assessed to be sick after school has started, we will call you to come and pick-up your child. If your child was sent home due to illness, he/she cannot return to school until he/she has been free from all symptoms, without the help of medication, for at least 24 hours.

For strep throat, the flu, and stomach illnesses such as the norovirus, your child must be free of symptoms, without the aid of medication, for at least 48 hours. This is to allow your child ample time to recover and stop the spread of illness to the other children. Medical and emergency contact information must be complete and on file before your child can enter school.

Physical examinations and immunizations must be kept current according to Colorado state law: yearly until the completion of first grade, then every three years thereafter. All immunizations must be kept up-to-date. The school may permit the enrollment of children who have not been or are only partially immunized if the statement of exemption has been signed by the physician and/or parents and guardians.

The following criteria will be considered in determining if your child must go home:

- * A fever of 100 degrees or more
- * Inflammation of the eyes
- * Vomiting
- * More than one incident of diarrhea within 30 minutes of each other
- * Unknown rash
- * Uncontrollable cough
- * Excessive nasal discharge
- * Overall inability to successfully go through school day
- * Communicable disease

We do want to know what your child has been sick with, so that we can assess if it is an illness that is beginning to make it's rounds and would benefit all of our families to be aware and on the lookout.

It is your responsibility to notify the school if your child has an infectious/communicable disease, such as: pertussis, measles, mumps, chicken pox, head lice, etc. A child may be re-admitted without a statement from a physician only if the child has been absent for a period of time equal to the longest incubation of the disease as specified by the Department of Health and Social Services. When a child has been diagnosed with a communicable illness such as pertussis, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella, the center will immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parent(s) or Guardian(s) of the children in care. Children's confidentiality will be maintained.

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snack, lunch, after handling animals, toileting, coughing, and wiping noses. If washing hands during these times is habitual, illness and disease will have less of a chance at spreading and we can keep your children's environment a healthy one for all.

TOILET ACCIDENTS AND TOILET TRAINING

All children must be toilet trained to attend school. Being completely toilet trained requires that the child be able to manipulate clothing and wipe him/herself. Teachers are not allowed to wipe children, or to change children who have diarrhea for health and safety reasons. We will call parents if there is a serious accident. If you have a young child who may have an occasional accident, please send a change of clothes to be kept at the school in your child's locker. Children may not wear diapers or pull-ups to school.

SENDING FOOD OR TREATS TO SCHOOL FOR THE CLASS: NO PEANUTS, TREE NUTS, PEANUT OIL OR NUT OILS

Parents are welcome to send treats to school for birthdays and holidays to share with the class, other students, or for whole school activities. We always have a few children who have serious, life threatening allergies to peanuts, tree nuts, peanut oil, or nut oils that may be in food. Please read ingredients very carefully. **DO NOT SEND ANY FOOD THAT CONTAINS ANY OF THESE ITEMS.** If you are in doubt, do not send it. We are unwilling to take any chances. Please be careful with items for adults as well, as children might eat adult treats, too.

There may be children that have other allergies to food that may be good to consider when sharing a special treat with the class in order to help allow all children to partake in the special occasion. Your child's teacher can be asked about such allergies previous to preparing or purchasing treats.

MEDICATION PROCEDURES

Schools are now required to follow very precise procedures and must have specific documentation in order to dispense ANY medication. The term “medication” is very broadly defined. It not only includes antibiotics, over the counter medicines, sun screens, medicated lip balms, injections, chemo therapy drugs, but also herbal remedies, including herbal teas, cough drops, lozenges, vitamins, and lotions with vitamins added! Please read the following policies carefully.

Once you understand what is legally required for us to give medication, you will understand why these policy changes are necessary. The specific requirements for documentation and releases are mandated by law, and are outside our authority. The law is being aggressively enforced. Schools are required to give only medications that are necessary for disabilities or chronic conditions. These include: medications for seizure control, ADHD, diabetes, anaphylaxis allergies, asthma, and heart problems.

MEDICATIONS, WHICH BCDS WILL ADMINISTER, AND STORE: medications for ADHD, seizure control, asthma inhalers, epinephrine, antihistamine (only for those with epinephrine), and heart problems. Students may not have, under any circumstances, any form of medication with them, with the exception of emergency medications and proper approval of and documentation with our Health Consultant.

MEDICATIONS WHICH WILL NOT BE ADMINISTERED: any other medication or over the counter drugs including Aspirin, Advil, Tylenol, Benadryl, Motrin, cough syrup, antacids, nasal sprays for allergies, non-narcotic pain medications, chemo therapy drugs, ointments and creams for skin rashes or other problems, or antihistamines. BCDS will NOT be able to give nebulizer treatments, antibiotics, eye drops or eardrops.

YOU MAY ADMINISTER MEDICATION FOR YOUR CHILD:

If your child needs an antibiotic, eye drops, ear drops, nebulizer treatments, cough syrup, Tylenol, antihistamines, etc., we will welcome you, as the child’s parent, to come to the school and give your child the medicine. You are not required to follow the numerous legal requirements with which we now must comply. You will certainly be able to provide medication as needed for your child. If it is easier for you, you may certainly keep your child home for the day in order to do this. Please keep in mind, though, that if you are medicating to relieve symptoms of illnesses mentioned previously, then your child should not be at school, but rather at home until free of all symptoms without the aid of medication. Additionally, your child must be on his/her prescribed antibiotics for 24 to 48 hours, depending on the illness, before returning to school.

PLEASE ADVISE YOUR DOCTOR OF THESE POLICIES AND REQUIREMENTS:

1. You may wish to discuss these changes with your doctor and request that medications be prescribed which will fit more easily into your schedule and that of your child’s. For example, the doctor may write a prescription for an antibiotic that is given twice a day, in the morning and at night, rather than four times a day. This way you can administer it at home.
2. If your child needs medication which is included in the disabilities and chronic conditions list, we will be able to dispense it, provided all requirements are in place.

READ THIS INFORMATION CAREFULLY, SO YOU MAY PROVIDE COMPLETE DOCUMENTATION AND EQUIPMENT AS REQUIRED BY LAW.

Without the required items, we are NOT ALLOWED to store nor give medication.

REQUIRED FORMS AND MEDICATION BOTTLES FROM PHARMACY AND PERSONS WITH PRESCRIPTIVE AUTHORITY:

1. PERMISSION FOR MEDICATION FORM COMPLETED AND SIGNED BY DOCTOR, OR PERSON WITH PRESCRIPTIVE AUTHORITY. Only one medication may be listed on a form and only our provided forms assigned by our Health Consultant may be used.
2. PERMISSION TO GIVE MEDICATION DESCRIBED ON FORM AND SIGNED BY PARENT. Only one medication may be listed on a form.
3. MEDICATION IN ORIGINAL PHARMACY CONTAINER. The pharmacy or person with prescriptive authority must appropriately label this. No outdated medications may be given.
5. SEVERE ALLERGY INFORMATION AND HEALTH CARE PLAN - 2 PAGES, must be completed by person with prescriptive authority.
6. If medication is a controlled substance, such as Ritalin, we must have the original container with the exact number of pills as cited by the pharmacy on the bottle. You will need to ask your doctor to write a prescription that directs the pharmacy to give you two bottles, each with a specific number of pills. One may be kept at home, and one at school. We are required to count the number of pills in the bottle when you bring it initially, so the numbers must match.
7. PERSON WITH PRESCRIPTIVE AUTHORITY refers ONLY to a doctor, dentist, or professional who has the legal right to prescribe medication.

PREPARATION OF MEDICATION:

1. If half a pill is to be given, parents MUST divide the pills in half at home and send pills already divided to school. These MUST be cut in half with a pill cutter. We are not allowed to dispense half pills that have been cut with a knife, because the dose may not be accurate. We are not allowed to score pills in half ourselves.
2. If liquid medication is being given, parents MUST provide a calibrated liquid medication spoon, syringe, or cup. We are not allowed to use any other measurement device. If we do not have a calibrated measured which parents provide, we are not allowed to dispense medication.
3. Inhalers, which are to be given with an aero chamber, should come with the aero chamber.
4. If your child is to receive medication that is sprinkled onto food, the food used must be provided, and directions given on the Form A.

NEBULIZER TREATMENTS:

1. If your child needs a nebulizer treatment, please come to the school and give your child the treatment. Please do this in the office area where it is quiet and where you can ensure only your child has access to the treatment. Please carry the nebulizer to and from school yourself.

STORAGE OF MEDICATION:

1. All medication MUST be stored in a locked area in the office with the exception of inhalers and epinephrine, which will still be stored in the office, but may be stored unlocked for access in emergencies. No medication may be kept by the child. Children may not carry their own Tylenol or allergy medication, herbal remedies, lozenges, teas,

etc.

2. When a prescription is completed, or medication has expired, parents will be notified. Parents may pick up any remaining medication within 3 days if they wish, otherwise we will be happy to dispose of it for you.

WHEN MEDICATION IS ADMINISTERED AT SCHOOL:

1. We are required to ask your child to identify him or herself by name, and to maintain a picture of them with their paperwork.
2. We are required to ask your child what medication he or she is taking, and the reason for which it is taken.
3. We are required to ask your child if the bottle belongs to him or her.
4. We are required to watch them take medicine, and check their mouth to be sure they swallowed the medication.
5. Children are required to wash their hands prior to taking medication.

PARENT ADMINISTERED MEDICATION:

1. If your child needs over the counter medication, antibiotics, or other medication which is not dispensed by the school, please come to the school and administer the medication. Please carry the medication with you, so it is not left at school; it must be under your control.
2. If your child falls on the playground and gets a scrape or cut, we will wash with water, and apply a band-aide. We are no longer allowed to wash cuts and scrapes with soap and water. If the injury is dirty, or seems to have dirt or gravel in it, we will contact you and ask that you decide whether to come to the school to wash it yourself with soap.

FIELD TRIPS AND MEDICATION:

If your child receives a medication that the school is allowed to administer, and he or she is scheduled for a field trip, **ONLY** a faculty member who has been trained in medication administration may administer the medication. If one of these faculty members is not on the field trip, you will need to administer the medication for your child. You may wish to go on the trip. One faculty member is currently trained who will be present in the Summer Enrichment and Recreation Program for school age children, and will be able to administer allowed medication.

SUNSCREEN:

1. Please use a PABA free sunscreen that has an SPF of 30. We are allowed to use only sunscreens which are PABA free, with an SPF of 30 or above. Put sunscreen on your child before dressing him/her for school.

NOTES FROM HOME:

A written note from the parent is needed in order to change a student's participation in PE or outdoor recess.

EMERGENCY PROCEDURES

If a child is injured, or an accident occurs, emergency first aid procedures will be followed. Parents will be notified so they may obtain treatment. If parents are not available, the emergency contacts will be called. If no one is available, school staff shall proceed to obtain any needed care. In serious emergencies, the South Metro Paramedics will be called for assistance, and their directions followed. An emergency medical center is within two minutes of the school and may also be used. The medical release for each child allows emergency care in the absence of parents. Faculty is trained in First Aid and Child and Infant CPR.

Fire Drills are held monthly and children are trained in fire safety. Children practice leaving their classrooms and exiting from the nearest door in an orderly manner; closing doors, windows, and turning off lights. They move to the far areas of the playgrounds that are fenced and roll is taken to insure all children are accounted for. Fire drill procedures and evacuation plans are posted.

If a child is lost, the Greenwood Village Police will be contacted immediately, parents notified, and faculty will begin looking for the child on and off campus.

In the event of a tornado warning all students will be gathered in a central hallway for protection, windows will be opened slightly, and all classroom doors will be CLOSED. Children will remain inside during lightning/thunder storms.

INCLEMENT AND EXCESSIVELY HOT WEATHER

Your child will be going outside on a daily basis. The only times in which the children will not be going outside are when the temperature is 32 degrees or below, 95 degrees or above, or when it is raining, snowing, hailing, thundering, etc. Please take this into consideration and always have the appropriate clothing for your child to be comfortable and enjoy his/her time outside. Keep track of the extra clothes that are kept for your child in his/her locker. Check each season to change out the clothes so that if your child does need to change, he/she can do so in appropriate clothing.

SNOW DAY POLICY

In the event that school must be canceled for the day due to weather conditions, the closure will be announced on our website, as well as television channels 9, 7, 4, 2 & 13. If there is a delayed start this will be announced on our website only. If the school must close early, parents will be contacted by phone through our Calling Tree as well as an email from administration if possible.

RELEASE OF CHILDREN TO AUTHORIZED PERSONS

Children will be released only to authorized persons; this includes parents, persons listed as authorized, and persons for whom parents have given express permission in writing. In the event that a parent calls to give permission by telephone, administrative staff must verify the authenticity of the parent. When an unfamiliar person arrives to pick a child up, faculty shall send the person to the office. Administrative staff will ask for identification and check records to verify that the person is authorized. If an unauthorized person attempts to pick up a child, parents will be notified immediately. UNDER NO CIRCUMSTANCES WILL ANY CHILD BE RELEASED WITHOUT PARENTAL PERMISSION. If parental permission has been given, but the child is hesitant or fearful, we will NOT RELEASE THE CHILD. The police will be called if there is any difficulty.

VISITORS POLICY

All visitors are asked to check in at the office and give their name, address, phone number and purpose for the visit. Staff may ask for identification. Visitors shall be escorted throughout the building. We regret any inconvenience that this may cause, but we know you will understand the necessity for this policy, as it is for the protection of the children.

PERSONAL BELONGINGS, LOCKERS, LOCKS, LUNCHES, AND SNACKS

Children will be assigned a locker for their use where belongings such as coats, boots, lunches, and other items may be kept. Spare clothing may also be kept for emergencies or accidents. School supplies will be kept in the classrooms. Money should not be kept in lockers. Please label all belongings. Locks will not be used on lockers. Many problems arise with the use of locks, including lost combinations, lost keys, switching of locks, and parents unable to gain access to their child's locker. The students at BCDS are honest, and demonstrate a high level of integrity. Our honor system makes the use of locks unnecessary. Students share lockers, so they should be kept clean and orderly. Large amounts of money may be kept in office. We ask that our Preschool and Junior Kindergarten children not bring any money to school due to choking hazards as well as the responsibility of keeping the money safe.

Children bring their own sack lunches and snacks, or order hot lunches through Michaels of Denver. If a spoon or fork is needed, please send one from home, as these are not available at school. Milk is provided. Please **DO NOT SEND ANY FOOD WHICH REQUIRES REFRIGERATION OR IS PERISHABLE**. Please send nutritious food that your child enjoys. If a child forgets his or her lunch, we will provide one and notify parents so they may replace the food items.

Children may bring food that requires heating in a microwave oven. Since we have many children, we ask that microwave foods be limited to 2 per week, with heat up time limited to 1-1/2 minutes or less; label the item with your child's name. We have several microwave ovens, however, lunch periods are half an hour in length, thus, and heating may require most of the lunch period.

TOYS, DVD's, AND ELECTRONIC GAMES

We are happy to have the children bring toys that they enjoy playing with. Children often share these items, and on occasion a toy is accidentally broken or lost. Please explain to your child that toys brought to school may be accidentally lost or damaged. This is a risk that your child needs to understand. Please do not send expensive or valuable items to school. If your child wishes to bring a DVD to share, please have him or her give it to the teacher for safekeeping. We play only DVD's that are rated "G". It is very helpful to label all belongings with your child's name, as we can have several identical items each day. Please **DO NOT** send electronic toys, videos for child use, IPODS, CD's, or e-readers.

DRESS CODE

Students are encouraged to dress neatly, with good grooming, and appropriately for the weather and for the use of the school grounds. Students go outside except in extreme weather - conditions below 32 degrees, or extreme heat 95 and above.

1. Shoes must be worn at all times, both in and out. No clogs, thongs, or cleats are allowed.
2. Children should all be protected daily with water resistant, PABA free sun screen, even in the winter.
3. Hats may be worn outside for sun protection in warm weather, and for warmth in cold weather. Please note, however, that **NO HATS OR CAPS** may be worn in the building.
4. BCDS is a drug free zone and it is important that students not wear clothing that may contradict this commitment. Tee shirts with inappropriate and drug related symbolism

are not allowed. Please avoid caps and clothing and low slung and baggy pants which may be symbolic of gang clothing or colors.

5. No provocative attire, bare midriffs, tube tops or halter-tops. This includes short shorts, tops with spaghetti straps, or which allow bras to show. (Parental assistance is crucial). PARENTS WILL BE CALLED AND ASKED TO PICK UP THEIR CHILD TO CHANGE CLOTHES IF THE STUDENT ARRIVES DRESSED AS SUCH.

7. Tennis shoes are required for physical education activities and children not wearing tennis shoes will not be allowed to participate in many activities. Please see that your child either wears tennis shoes to school or has a pair available in his or her locker for physical education.

8. Please label all outer clothing including jackets, hats, sweaters, sweat shirts, boots, and gloves. This benefits all students. Periodically, we donate a large selection of good clothing from Lost and Found because we cannot locate the owners.

9. Please listen to morning weather reports, and provide the proper clothing for our varied Colorado weather. Please help protect your child from being unprepared for sudden weather changes. Students play outside every day unless weather is extreme or they have a medical excuse. Please send boots and snowsuits, or a change of clothing that may be needed with snow and mud, or when children sled. Neat, modest shorts may be worn in hot weather.

STUDENT BEHAVIOR EXPECTATIONS AND GUIDANCE CODE

BCDS has high expectations for behavior, which are based on kindness, respect for the rights and needs of others, safety, consideration for each other's feelings, and pride in the school. Learning occurs most effectively when students are relaxed, happy, and in a safe and orderly environment. The faculty work diligently to ensure that these are provided and this "hidden curriculum" is part of the Effective School Characteristics that BCDS practices. Inappropriate behavior, language and safety issues interfere with effective classrooms. Expectations are appropriate for the age and developmental needs of the students, as are the consequences for inappropriate behavior. It is important to remember that not one of us is perfect; we all make mistakes and have times when we might behave differently.

Students are handled kindly, gently, and positively. Most issues are dealt with quickly and simply. Occasionally there is a need for additional work and parents may be contacted. Students are expected to develop self-control and treat one another and faculty with respect and consideration. Our students are generally very cooperative and we are proud of the self-control and consideration that they demonstrate.

We teach Transactional Analysis school wide in order to help students understand human behavior and interpersonal interactions. These principles allow the child to be empowered to deal effectively with all kinds of people. We also teach Refusal Skills to the students and encourage them to make good choices concerning their own behavior. Bullying is a problem which has shown a great increase nationally during the past few years and can be very upsetting to the victim and destructive to the bully as well. We are committed to making BCDS a BULLY FREE ZONE and so, teach all children about bullying behaviors and how to handle them. It is important for parents to understand that there are many kinds of bullies; physical, verbal, social, emotional, and intimidators. None are acceptable.

There are instances, however, when it is necessary to take a strong stand for the welfare of all. Basic rules are established school wide, which keep children safe and protect the integrity of the learning environment for all.

1. Aggressive behavior, which includes: fighting or hurting other children, bullying - social, verbal, and behavioral, is not acceptable. Students will be warned about aggressiveness and bullying and if this continues a series of consequences will follow. Depending upon the child's age and the behavior demonstrated, we might place the child on a contract or remove the child from recess for a period of time. The child may also speak to the Principal(s) and parents may be contacted. Students who are consistently aggressive and who do not respond may be suspended or terminated.
2. A Hierarchy for behavioral control is used in middle school. Students who exhibit difficulty with behavior, work completion, etc., may move up levels to encourage better control.
3. Disruptive behavior is not acceptable. A series of steps are utilized to help a child eliminate disruptive behavior. If the child does not respond, and the disruptive behavior interferes with the integrity of the learning environment, the child may be terminated.
4. All schools must now have a policy regarding sexual harassment, even with very young children. This is for the protection of all children. BCDS enforces a strict policy against sexual harassment, which includes a variety of behaviors. Sexual harassment includes such things as: calling others derogatory sexual names, sexual innuendo or connotation, and inappropriate touching of body parts or clothing.
5. Inappropriate language, swearing, prejudicial statements, or comments with sexual innuendoes are not acceptable. Students who call someone a derogatory sexual name, or other equally offensive term, or create difficulties with this type of behavior will be suspended.
6. If a child purposefully destroys or damages school property or the property of another, he or she will be expected to replace the object or pay for its repair. When this occurs it is very important that you allow your child to work at home to earn the money or have the child use his or her own money. This technique is extremely effective in eliminating this kind of behavior, and yet allows the child to maintain dignity.
7. Appropriate behavior during before and after school activities is expected. If a child is disruptive or uncooperative and does not respond to behavioral expectations, he or she may lose extended day privileges.
8. Students shall show respect for faculty, adults and other students and shall respond to adult requests. Defiant or resistant behavior is inappropriate.
9. PARTY INVITATIONS SHOULD NOT BE DELIVERED OR DISCUSSED AT SCHOOL UNLESS ALL CLASSMATES ARE INCLUDED.
10. BCDS is a drug free zone. No drugs, alcohol, tobacco, guns, toy guns, knives, matches, firecrackers, or "weapons" are allowed. (Squirt guns will be allowed for "Squirt gun days").
11. Please, no field hockey sticks, baseball bats, jump ropes, skateboards or roller blades.
12. Chewing gum on the grounds or in the building is not allowed.
13. Money is not needed at school, unless requested for a specific purpose, by the teacher. Please send requested money in a labeled, sealed envelope for its protection.
14. Restrooms are for personal needs, not social activities. Students should use the restrooms quietly, quickly, and return to class.

On very rare occasions, a parent will approach a child with the intent to discipline or scold. It is very appropriate for parents to speak to their own child. However, it is the responsibility of the school and our faculty to handle any problems that arise concerning other children. If you are concerned, or if your child has had a problem, please explain this to the teacher who will check on the matter and deal with it. Encourage your child to tell the teachers if he or she needs assistance, as all faculty will happily help and in fact spend a great deal of time developing interpersonal skills. It is important that faculty handle guidance since they know the children and follow our philosophy of discipline. We know you will understand that this is necessary. It is the teacher's responsibility to handle guidance. Although BCDS has wonderful families, adults handle things in very different ways, and as a parent, we know you would not want someone else disciplining your child.

SEXUAL HARASSMENT POLICY

All schools must now have a policy regarding sexual harassment, even with very young children. This is for the protection of all children. BCDS enforces a strict policy against sexual harassment, which includes a variety of behaviors. Students should be able to work in an atmosphere based on mutual respect and the dignity of each individual. Sexual harassment is illegal and interferes with a school's ability to provide a safe environment for work and learning. There may be both physical and emotional ramifications that result from harassment.

Sexual harassment is a verbal, gesture, or physical behavior that:

- a. has a sexual element,
- b. is unwelcome and non-reciprocated, and
- c. can be understood to offend, humiliate, or intimidate.

Behavior, which may be considered mild or trivial, can contribute to an offensive or humiliating environment. Sexual harassment may include:

- a. unwelcome jokes and comments of a sexual nature,
- b. leering and whistling,
- c. displaying of offensive pictures and publications,
- d. subtle or explicit requests for sexual activity,
- e. unwanted and unnecessary physical contact such as touching, patting, stroking, pinching, etc.
- f. unwanted and unnecessary physical contact with clothing
- g. offensive messages by E-mail, telephone, answering machines, faxes, notes, etc.,
- h. name calling, and comments around a person's presumed or actual sexuality, gender, or orientation,
- i. inappropriate remarks about one's body, clothing, sexual orientation or behavior.

When a student reports an incident of sexual harassment, administrators will gather all information in an objective and thorough manner. If it is determined that behavior has constituted harassment, remedial and/or guidance actions shall be taken and will include actions designed to stop harassment, correct any negative impact on affected students, and ensure that it does not recur. Steps shall be taken to protect victim or witnesses from any retaliation. All reports of harassment shall be kept confidential.

If a report of harassment is made and is not in good faith, but is vexatious and untrue, remedial and/or guidance steps will be taken against the false reporter. The age, the student, and the nature of the harassment will be considered in determining the action taken for remediation and/or guidance: these may include but are not limited to the following:

1. Reprimand and notification of parents
2. In school suspension and notification of parents
3. Referral for counseling
4. Suspension or termination

KITCHEN AND CLASSROOM ACCESS

Students are not allowed in the kitchen without faculty supervision. This rule is for the protection of the children. Children are frequently in the kitchen with faculty during lunch periods, cooking activities, or enrichment activities. Specific practices for safety and sanitation are followed.

The classrooms are closed at the end of the instructional day. Students are encouraged to take any books or materials they require with them when class is dismissed. Please encourage your child to do so. Safety and security require that all students be supervised, thus, it is necessary to close the classrooms. We find that problems often arise when children enter or stay in classrooms unsupervised.

TEXT BOOKS, MATERIALS, AND SCHOOL EQUIPMENT

BCDS selects and provides excellent materials, texts, and workbooks that have been selected to meet curricular objectives. Students are assigned textbooks that they may use for the school term. Books must be treated with care, as they are very expensive. In the event a student loses, destroys, or greatly damages a book it will need to be replaced by the student. Due to book loss, BCDS is no longer able to lend books over the summer. If you wish to purchase a book for summer use, we will give you the publisher's telephone number. We know you will understand the necessity for this, as we must maintain adequate materials. Students are asked to purchase materials which are used individually. This allows students to learn to care for belongings, and develop organizational skills.

STUDY HALL

Study Hall has been scheduled at the children's request and is designed to allow students to complete homework with teacher supervision. Children are encouraged to do homework or read for pleasure.

If you arrive home and discover your child has forgotten a spelling list or homework assignment, have the child call a classmate and ask for the assignment. This helps the child learn how to solve this problem.

MANDATORY STUDY HALL FOR 6TH, 7TH, AND 8TH GRADES

It is important for middle school students to acquire good work habits, responsibility, study skills, and learn to complete all homework before entering high school. Students this age often forget assignments or spend time socializing instead of doing work. In order to help students develop good work skills, mandatory study hall

will be required whenever a student does not have homework completed at the time it is due. Assignments are due at the time the teacher has assigned and when the teacher collects the work. (It is not a good idea for the student to complete the work while he or she should be doing class work.) Students who have not completed homework will be asked to call their parents to give notice and prevent inconvenience to them, and will be required to stay for the entire 4:00 - 5:00 p.m. study hall the same day.

TRANSCRIPTS AND RECOMMENDATIONS

Please make transcript and recommendation requests with the office and allow 1 to 2 weeks for preparation. It is the policy of BCDS to withhold transcripts or other official documents until all financial obligations to the school have been met, or until satisfactory arrangements have been made.

REQUESTS FOR RECORDS, INFORMATION, AND FORMS

Please bring all requests for information and records to the office so we may insure that we have a RELEASE form signed and on file. We will see that teachers receive the forms and will insure they are sent in a timely manner. This procedure maintains confidentiality.

COMMUNICATION BETWEEN PARENTS, SCHOOL, AND TEACHERS

The Parent-School relationship is very important if the child's needs and best interests are to be met. You may wish to speak to the teacher about many things, from very simple to complex. The teacher may also wish to speak with you. Although four conferences are scheduled, you are welcome to email teachers or call the office and leave a message for the teacher, administrator, or to request a conference if more time is needed: it may be advantageous for the teacher and parents to have a quick five-minute meeting or talk quickly in passing. It is important that the teacher is free to give you her complete attention and to ensure that confidentiality is protected. Communication can result in positive problem solving and understanding. There are times when it is helpful to include the child, in a non-threatening way, so events may be clarified. Active listening is essential, as are realistic requests and expectations. There are times when requests may not be realistic or feasible within the context of the classroom or school, and alternative solutions will need to be found. BCDS takes a great personal interest in each child and family in order to provide successful growth and development of the child.

The school communicates with parents in many ways; Back to School Night, the School Picnic, Parent-Teacher conferences, the weekly newsletters, our website, parent portals, and the school calendar. Additional notes will be sent or posted for your information. Parents will be notified of any significant changes in services, policies, or procedures.

When a child does not perform as expected, or is performing above the level anticipated, faculty will observe and some initial testing may be completed to better determine the child's needs for educational planning. When this occurs, parents will be advised of the results.

PARENT VISITATIONS

Parents are welcome to visit their child's classroom. Please make arrangements with the office, as a courtesy, at least 24 to 48 hours in advance to avoid conflicts with tests and other visitors. We ask that visits be for a reasonable time, as children may find this stressful.

TRANSPORTATION AND FIELD TRIPS

Parents are responsible for transportation arrangements for their children. Children should be signed in and out daily. Occasional field trips are taken. A release for field trips is included in the enrollment forms. If you have not given permission your child will not be taken on a trip without express written permission for the trip. If parent car pools are utilized for trips, each child must submit a signed release. Parents driving must have current car insurance. Parents will be notified of trips in advance. Written permission is required if your child walks, rides a bike, or drives in someone else's car to or from school. Please do not stop before or after the trip because waiver does not cover you. If a child has arrived late and after their assigned parent/volunteer transportation has left then said child must remain at the school for the duration of the time that classmates are gone or said child's own parent must transport him/her to the field trip site.

SUGGESTIONS FOR PARENTS WHO HELP WITH FIELD TRIPS

Field trips are wonderful opportunities to enrich and extend learning as well as provide an enjoyable adventure. Without the help and support of parents, teachers would not be able to offer these additional experiences and learning opportunities to the children. Parent volunteers allow smaller group instruction, provide more individual attention, and ensure safety. As a parent you can help us achieve the educational goals and carry out the teacher expectations of the trip by remembering the following:

1. Come 15 minutes prior to the trip so you can hear the general instructions to the children.
2. Remember you are working and we depend on your help.
3. When you are in charge of a group, please make sure that all the children you have in your care are with you. Never let a child get behind or out of your line of vision. Please do not allow children to leave your group to make purchases or go to the restroom alone. These activities may be done in groups.
4. All groups need to be treated equally, so please follow the teacher expectations regarding souvenirs and treats. Children are usually asked not to bring spending money on trips. Please encourage the children to follow the school's request. It is sometimes tempting for a parent to buy a treat for his or her own child or their friends. This creates a problem if the other children are not having treats. It is important to return to school immediately after the trip; if you stop for a treat, the faculty worries about the safety of the children.
5. Children frequently wish to be in the same group or car pool that their parent is in charge of. The assignment of children to groups is up to the discretion of the teacher.
6. We ask that younger siblings not be included in field trips unless specifically invited.
7. Vehicles used for trips must be enclosed. Children should use seat belts and may not be standing or seated on the floor while the vehicle is in motion. Legs, arms, and heads must be in the vehicle. Children must be loaded and unloaded at curbside, and out of the flow of traffic.

PARENT PARTICIPATION

Parents are encouraged to take an active part in the life of the school community. We have a large parent-mentoring group, which provides additional enrichment and expertise on a variety of topics. Parents may also contribute as room parents helping with parties, activities, and field trips. Parents also provide staffing for the library by cataloging, reshelving, and checking out books as library volunteers. If parents wish to observe a particular content area, they are encouraged to contact the office so they will know when to come. We are also happy to have you pick your child up for lunch.

Parents will be notified of any significant changes in services, policies, or procedures. Parent conferences with progress reports are scheduled four times a year. Faculty will discuss the child's progress, behavior, development, social and emotional growth, and changing needs at conferences. Individual Education Plans will be developed.

HOMEWORK POLICY

The goals for homework at BCDS are to help each child develop the responsibility for bringing homework home, completing it independently, and turning the assignment in on time. These goals also include developing time management and organizational skills, keeping an assignment book later on, and practicing study skills and work completion skills. Study skills allow for the extension, review, reinforcement, and application of academic content skills. Parents may be asked to help with spelling words, math facts, and test questions. The spelling program gives a process for studying which should be followed. Teachers will develop skills in note taking and outlining, which can be incorporated into study skills. Remember, anything worth doing is worth doing well. Homework is always age and developmentally appropriate. Occasionally a student will not complete homework. It is our policy to teach the student that work must be completed, even if it is late, and the grade drops. Students will be required to complete all assignments and the teacher will help the student find a way to meet this requirement. Teachers explain directions carefully and teach the skills needed at school.

Parent awareness and cooperation with homework is vital. Parents can help by providing the time, space, patience, and interest needed by students to meet and complete the expectations so success is experienced. Success and accomplishment provide the motivation to continue doing well. Please remember that children do, periodically, avoid homework. The establishment of good study skills and homework habits are essential to success in high school and college. Some students will complete homework very quickly, while others may require a slightly longer time. If tension arises between you and your child or it takes too much time, please contact the teacher or administrators, so we may help. Daily homework assignments:

1. Kindergarten and First Grade - 15 minutes of homework three times per week.
2. Second, Third and Fourth Grades - 20 to 30 minutes of homework three times per week.
3. Fifth Grade - 45 minutes of homework four times per week.
4. Sixth, Seventh and Eighth Grades will have approximately one hour per night.

Homework in the Middle School will include daily assignments as well as long-term projects that will need to be completed over a period of time. Middle School students will be required to keep a homework assignment notebook or day timer.

5. Please refer to the section MANDATORY STUDY HALL FOR 6th, 7th, and 8th Grades. Middle school students who do not complete homework will attend mandatory study hall the same day, in order to complete the assignment and stay current. The student will notify parents.

DEVELOPING GOOD STUDY SKILLS

Developing good study skills is a process; children need to learn how to learn, how to study, how to memorize, and how to organize and complete work. Different learning styles require different processes. Students need to develop the ability to work for longer periods of time, and to complete a variety of tasks, independently. It is important to structure your child for success so his or her attitudes and responsibility will increase. Remember, 30 minutes is a very long time for some children, and patience is a must. Be careful not to enter power struggles, or be tricked into doing the homework yourself; you already went to school!

1. Provide a well-lit, comfortable study area in your child's room or in an appropriate area where others will not interrupt the student. A desk or table that is appropriate for your child's size is needed.
2. The area should be neat and clutter free. Distractions such as the TV, radio, telephone, windows, toys, etc., should not be in the area.
3. The area should be quiet. **ALTHOUGH STUDENTS SAY THEY CAN STUDY OR WRITE WITH MUSIC OR THE TV, THEIR WORK PRODUCT WILL BE BETTER IF COMPLETED IN A QUIET SETTING.**
4. Your child needs a well-equipped work area and the right tools for the job. Provide paper, pencils, stapler, dictionary, pens, ruler, and a clock.
5. Children need to learn what is needed for good study habits. Upon arrival home the child should have some free time and perhaps a snack or dinner. Studying should begin with a five-minute break every half hour or hour, depending upon his or her ability to sit and work. Your child may begin with the ability to work for 10 minutes, and may need to practice to increase this to twenty or thirty minutes. Short breaks are helpful.
6. Students should study when they are fresh, well rested and not hungry. A weekly schedule establishes a routine and is very helpful. Some study more effectively early in the morning.
7. A good process to follow begins by setting the goal, allocating time for each task, beginning with the hardest work first, and asking what is needed to learn about the topic or to complete the task. Memorization is a process that can be applied to a variety of work. Oral reports can be prepared, notes made, and practiced in front of a mirror. All writing should be proofread and edited. Parents may be asked to help with spelling words, math facts, and test questions. The spelling program gives a process for studying which should be followed. Teachers will develop skills in note taking and outlining, which can be incorporated into study skills. Remember, anything worth doing is worth doing well.

LIBRARY

Students may check books out of the library, which is staffed by parent volunteers. Books need to be well cared for and turned in on time; books lost or damaged will need to be replaced. Parents will be billed for the cost of the book plus \$5.00 handling and shipping fees. Encyclopedias may not be taken home, as this prevents access by other students. Public libraries are used for additional library science development. As children grow, they will be asked to use the public library, as well as the school library for reference work to encourage greater development of knowledge in research skills and library use. All books are collected in May of each school year and books are not checked out the last 3 weeks of school so the collection may be inventoried.

MORNING ARRIVAL AND ENTRY INTO SCHOOL AND PICKING UP CHILDREN

Children ages 6 and above are independent and reliable enough to be dropped off at the base of the safety walk. You may drive around the circle and stop momentarily at the base of the safety area. Please wait in your car until your child is safely out of the car, walks in the safety area to the door, and enters the building. You may also bring our child into the building. Only Middle School students have security cards. Children ages 3-5 years should be brought into the school and signed in and out daily. If the class is on a field trip upon your arrival, please bring your child to the office.

When you pick your child up, please keep your child under your supervision, even if you stop to talk. Do not allow children to go to the parking lot without you. Faculty assumes parents are supervising their child when the child leaves with the parent.

HOLIDAYS, CELEBRATIONS AND THE JOY OF CHILDHOOD

Activities that allow children to experience the joy of childhood are included during holidays and celebration seasons. The children look forward to these activities, which are a pervasive part of the culture in the United States. Faculty attempt to provide a variety of cultural experiences and exposures to various belief systems, so students will develop awareness, understanding, and respect for everyone's differing values. Our faculty makes every effort to be careful of their language and references to the holiday periods, but must, give value and consideration to the diverse practices of all our families. It is not possible to control the language and thoughts of the children, as many of them talk about the holidays. The children enjoy having egg hunts as part of spring and the winter holiday allows us to center on Santa Claus in the United States, as well as beliefs around the world. Parents are invited to teach about Hanukkah as a cultural component, not as a religious belief. We do this in order to provide children and their classmates with an understanding and appreciation of the various beliefs, values, and differences that occur in human beings. It is very effective and we feel it broadens everyone's outlook. We do not teach specific religious beliefs. Accommodations will be made for children who do not wish to participate in holiday activities and parents may keep a child home if they do not wish the child to attend parties. Your values are and will be respected.

FIELD DAY ACTIVITIES AND WATER PLAY

The children always look forward to Field Day. A wide variety of activities are planned. The morning begins with traditional field day activities and races. One of the favorite activities, which occurs in the afternoon is the water play. As you all know, the children are allowed to bring water pumpers, water squirters, and bottles with spray tops for this activity. They have a great deal of fun and of course get soaking wet. In spite of the increasing problem with guns in schools, we still want the children to have a planned, well structured opportunity each year to participate in this favorite of childhood play. Each year we revisit this choice. Although most schools do not allow water play activities, we feel well-adjusted children in a safe environment such as BCDS, should be able to enjoy this kind of an activity, and not be deprived of it.

In order to structure this activity in a positive manner, we have established several guidelines. Please help us by reading this letter carefully, and talking with your child.

1. Children may bring ONLY pumpers, soakers, and bottles with spray tops.
2. DO NOT SEND ANY SQUIRT "GUN" WHICH IS SHAPED LIKE A GUN. Children may NOT bring shaving foam, soap, silly string, or any other substance.
3. Please talk with your child about the danger of guns, and why guns are not allowed in school. This is an opportunity to discuss safety, avoidance of guns, and your family values related to this topic. Children need to understand very clearly that water play is not playing with guns.
4. If you have strong feelings and would prefer your child not participate in the water play activity, which will last approximately 1/2 hour, he or she may participate in another activity. Please let the teacher know if this is your choice, so the teacher can make arrangements. We are sensitive to the feelings of our families, and will certainly reinforce your family values.
5. Please talk with your child about Field Day being a day of fun and sharing of friendship, and not a competition. Everyone wins and can feel the warmth of being a special and appreciated member of our school community.
6. Please be sure your child has SPF 30 or higher sun screen on, wears a hat, has sun glasses and wears safe shoes. More sun sensitive children may need additional protection.

DVD's/VIDEOS, TELEVISION, OTHER ACTIVITIES

It is school policy not to show any DVD rated PG or above in the school. DVD's are used in late day activities when children are tired and leaving for home, as part of academic enrichment activities, or sometimes just for fun. On occasion, middle school students, with parental permission for the specific video, may watch a PG rated video. BCDS also strongly recommends that you not send violent or aggressive videos to share with your child's class. Children do enjoy sharing videos, and we are happy to do this at the appropriate time. Please remember that videos may be misplaced or damaged. If you have very strong feelings about not allowing your child to watch videos, please notify the office and your child will not be included in video activities.

Television activities are used very minimally. Sometimes children arriving very early in the morning wish to watch early morning DVD/videos. This is permitted, as it allows the child to participate in typical activities. Children may also choose to participate in other activities. An occasional DVD/video program may be used as part of academic work.

Our Early Childhood children (ages 3 – 6), under the rule and regulations of the Colorado Office of Early Childhood and the Colorado Department of Human Services, have recently put into place strict regulations to watching recorded media and video time. We will adhere to these regulations and therefore will be limiting media and video exposure weekly, unless on special approved occasions.

Students are supervised at all times by faculty. If your child is enrolled in piano lessons, dance lessons, Scouting activities, or any other after school extracurricular activity, the persons in charge of these activities will be in supervision of your child per your acknowledgement with registering them. Upon completion of the activity, your child will immediately return to the supervision of their assigned faculty member.

EPA REQUIRED ASBESTOS MANAGEMENT PLAN

BCDS is asbestos free. An Asbestos Management Plan is available for review during regular business hours. You may contact Dr. Wallace if you wish to review it.

POLICIES FOR REPORTING CHILD ABUSE OR NEGLECT

Your child is enrolled in a program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. The license is posted. The most recent fire inspection, health inspection, and inspections from the Colorado Office of Early Childhood Education/Colorado Department of Human Services, is on file in the office. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

Most licensed facilities make every effort to provide a safe and healthy environment for children. If you wish to report suspected child abuse, please call the standard, national number at: 1-844-264-5437

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a facility, please consult:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street, 1st Floor
Denver, CO. 80203-1714
(303) 866 -3755 or 1 (800) 799-5876

NON-DISCRIMINATORY STATEMENT

BCDS admits students of any race, color, religion, sex and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school administered programs.