



# **STUDENT – PARENT HANDBOOK**

## **Welcome to The Little Schoolhouse Learning Center!**

The teachers, staff, and parents of The Little Schoolhouse have developed a comprehensive guide to the programs offered at our school. We hope that you find the handbook helpful in answering questions you may have regarding our operation. The handbook will be up-dated yearly, and provided to every student's family. The handbook contains several policies that are of particular relevance to the health and safety of your child. It is very important to have a full understanding of these policies.

Should you wish any additional information about our handbook, please call the school at 325-3795 or email me at [schoolhousenassau@gmail.com](mailto:schoolhousenassau@gmail.com).

Sincerely,

Kara Nottage  
Principal

Andra Sutherland  
Teacher

Robyn Ward  
Teacher

Helen Sweeting  
Teacher

Charmine Johnson  
Teacher

Rhea Pratt  
Teaching Assistant

Mona Cartwright  
Teaching Assistant

## **MISSION STATEMENT**

It is our mission to encourage discovery, self-awareness, and learning based on the needs of each pupil using a variety of instructional approaches.

We will accept each child as an individual and provide opportunities for physical, intellectual, social, and emotional growth.

In order to fulfill our mission, we will:

Provide a positive, caring environment that fosters self-esteem.

Encourage students to become life-long learners.

Develop the basic skills and the application of these skills to real-life situations.

Help students to become personally and socially responsible.

Promote a life-long pursuit of physical wellness.

## **VISION STATEMENT**

The Little Schoolhouse will be an exemplary learning center in the country with engaged and enthusiastic students, innovative and dedicated staff, and a supportive and involved community.

Excellent teaching makes the difference for our students.

With study and support, our staff will be the most skillful teachers anywhere.

We will redefine the nature of teaching and student achievement.

We will operate on the belief that each student will achieve his or her maximum potential.

We believe that outstanding education is essential.

## **NON-DISCRIMINATION POLICY**

It is the policy of The Little Schoolhouse not to discriminate on the basis of sex, race, ethnic origin, or religion in its educational programs, activities, or employment policies.

Direct inquiries regarding compliance with this policy should be made to the Principal of The Little Schoolhouse.

## **OUR TEAM**

|                     |   |
|---------------------|---|
| Kara & Sean Nottage | Business owners   |
| Kara Nottage        | Director & Principal  |
| Helen Sweeting      | Teacher (4-year-old class &<br>Physical Education for all classes)          |
| Robyn Ward          | Teacher (3-year-old class)  |
| Andra Sutherland    | Teacher (Kindergarten class)  |
| Charmine Johnson    | Teacher (2-year-old class)  |
| Mona Cartwright     | Teacher's Assistant (2-year-old class & Spanish<br>Teacher for all classes) |
| Rhea Pratt          | Teacher's Assistant (3-year-old class)                                      |

## **SCHOOL ENROLLMENT POLICY**

The Little Schoolhouse feels that the educational benefits realized through reasonable class size are a primary factor in the enrollment policy. We have an open rolling admissions policy that allows children to begin at any time of the school year provided the class can accommodate another student.

## **ATTENDANCE**

If you plan to keep your child out of school for an extended period of time (more than three days) because of illness, trip, etc., please notify the teacher. We would also appreciate being notified when you will be away or have someone else care for your child.

Parents are requested to call the school whenever their son/daughter will be absent or tardy. The telephone number is 325-3795 and the email address is [schoolhousenassau@gmail.com](mailto:schoolhousenassau@gmail.com). The school in turn will attempt to call parents if a student is absent without notification from the parents.

During a period of absence due to illness or travel, a reasonable amount of homework for the Kindergarten students will be assigned in an effort to catch up to the curriculum.

## **DAILY SCHEDULE**

The schoolhouse is open from 8:00am – 5:30pm.

The 5-Morning Program is dismissed at 12:30pm. Children participating in the 3-Morning Program come to school on Monday, Wednesday, and Friday from 8:00am – 12:30pm.

Children participating in the 5-Morning Plus Program are dismissed at 3:00pm on Tuesday and Thursday, and 12:30pm on Monday, Wednesday, and Friday.

Children participating in the Full Day Program and the Kindergarten, Grade One, and Grade Two Programs are dismissed at 3:00pm, Monday through Thursday. Friday dismissal is at 12:30pm.

## **ARRIVAL & DISMISSAL PROCEDURE**

Children should arrive at school between 8:00am and 8:45am. For the preschool students, the school day will officially begin at 9:15am. The Swordfish & Lionfish (Kindergarten, Grade One & Two) and Shark (4-year-old) classes will begin at 8:50am.

Drop-off is conveniently situated at the front gate on Dowdeswell Street. This is the primary entrance and exit for the school. During morning drop-off and afternoon collection, teachers are assigned to assist the children for safety.

If you need to, public parking is available on Dowdeswell and surrounding streets.

Please collect your child at 12:30 or 3:00pm, and please be prompt.

## **SNACK & LUNCH PROCEDURES**

A nutritious snack will be provided at mid-morning for the preschool students. Swordfish and Shark students will bring their own snack for mid-morning. Please pack a healthy lunch that will sustain your child's energy for the school day. The lunch period is from 12:00 -12:30pm. Please be reminded to use a cooler pack for freshness. Water is always available to the children and provided during outdoor activities.

***Parents are discouraged from bringing in candy bags to share with students for Christmas, Valentine's, and Easter holidays. Teachers and parent volunteers will plan specific cooking projects for these holidays.***

## **BIRTHDAYS**

If you would like to celebrate your child's special day at school, we are delighted to assist. Let's keep it special and simple. We will celebrate your child's birthday on the nearest Friday with your provision of cake (and pizza if you wish) to be served at lunch (please deliver as early as possible, well before 11:30). The Birthday Box (small trinket gifts to choose from) will commemorate the actual birthday. Please, no invitations, party bags, or balloons.

We ask that personal party invitations be delivered off school grounds and thank you for being considerate of the sensitive nature of children attending birthday parties at this age.

The Little Schoolhouse is also available as a venue for your child's birthday party! Inquire with Ms. Kara for more details.

## **DRESS CODE**

Acceptable dress is that which does not present any danger to a student's health and safety, cause any interference with schoolwork, or create classroom disorder. Wearing a hat is not allowed inside. Bare feet are only allowed in special circumstances.

Please remember that the children will be outside for part of the day and should be dressed in accordance to the warm or cool, and sunny weather.

The daily uniform consists of a royal blue T-shirt with The Little Schoolhouse embroidered logo and khaki pants, shorts, skirt or skorts. The children will wear white or royal blue socks, and white athletic shoes. School T-shirts (\$22) and hooded sweatshirts (\$33) are available and can be purchased from the teachers.

## **PARENT - TEACHER ORGANIZATION**

Studies show that students whose parents participate in volunteer activities with their children experience higher scholastic achievement. The Little Schoolhouse brings parents and teachers together to plan programs and events for the student's educational experience.

There are many ways to participate. If you are unable to attend meetings, and would like to help, please leave a message with the Principal.

## **HOMEWORK**

The Dolphins, Sharks, and Swordfish classes will be given homework within a few weeks of the start of school. Homework will be assigned for one or two nights a week. It may involve reading, phonics, handwriting, language skills, or math skills. The assignment should not take more than fifteen minutes.

The purpose of homework at this grade level is to reinforce concepts that the children are learning in class. It helps parents know and understand what their child is learning. Parents of Swordfish, Lionfish and Shark students should be involved in the homework process and encourage independent work skills when it is appropriate. For example, sit together for reading assignments and allow your child to complete other assignments on their own, and then check the work together.

During a period of absence due to illness or travel, a reasonable amount of homework will be assigned in an effort to catch up to the curriculum. Tutoring is recommended for extended periods of absence when new concepts are introduced in the classroom.

If the teacher finds it appropriate for the student and the learning situation, some extra skill-building activities may be suggested to do at home in an effort to reinforce the concepts being learned in the classroom.

## **FIELD TRIPS**

Field trips are taken throughout the year and are specifically related to the various themes of study. Field trips enhance our school study by providing real life experiences. Every field trip is researched and organized. The children are well prepared for each field trip ensuring an enjoyable learning experience. Parents are informed of the field trip in advance and asked to sign and return a permission slip with a fee if required.

## **SPANISH**

A Spanish language curriculum is taught to the Swordfish & Lionfish (Kindergarten, Grade One & Grade Two) and Sharks (4-year-olds). The children learn basic phrases and vocabulary to include: numbers, colors, body parts, foods, and weather. The curriculum is presented in a fun atmosphere of Spanish songs and story readings. Corresponding art projects help to reinforce the vocabulary and phrases learned. The children increase their linguistic awareness by listening to Spanish dialogue videos.

Spanish numbers are taught to the Angelfish (2-year-old) and Dolphins (3-year-old) as part of the morning meeting and calendar routine.

## **MUSIC**

The children enjoy a Music Lesson every week in addition to our usual daily songs. The Angelfish are learning songs with actions. They are encouraged to sing the words and coordinate the actions. The Dolphins are being exposed to songs with visual cues. They are identifying numbers, animals, and their sounds with different songs. The Sharks and Swordfish are working to develop their auditory awareness and music theory. They are learning the sounds of instruments as well as rhythm and tempo. Every school year the students participate in two fun and creative musical performances, in December and June.

## **SPORTS**

The Sports Program has been designed to allow the children to develop their gross motor skills, coordination and balance. Each age group is working to master gross motor skills that are developmentally appropriate. The fun activities have an emphasis on discovering new skills. A variety of equipment is used including: balls, hoops, scarves, beanbags, skipping ropes, balance beams and other obstacle course elements. The parachute is another popular activity during which the children must work together.

In our safe, happy and non-competitive environment the children are given many opportunities to practice ball skills to include: catching, throwing, hitting, kicking and footwork. The children enjoy simple playground games with different rules. These games have increasingly complex directions to develop their listening skills and coordination.

## **SWIMMING**

The Swimming Program is offered to the Kindergarten and Full Day enrolled students. The swim lesson is on Wednesday afternoon from 1-2:30pm. We follow the Swim America Program developing water confidence, then breath control and stroke work. The three ability groups have no more than four students each. While having a fun time in and around the water, the children are also following important water safety rules.

## **CONFERENCES**

Our best effort is made to communicate the progress of your child on an ongoing basis. We welcome every opportunity to converse with parents about any aspect of your child's development. Individual conference appointments are scheduled on a specific conference day, twice per school year, in November and February. See your school calendar for those dates. Written progress reports are provided after the first and third terms.

## **ASSESSMENTS**

At the end of the 4-year-old year, each student has a formal assessment. The assessment tool has been comprehensively designed and written by the staff at The Little Schoolhouse. It reflects age appropriate cognitive development. The results of this assessment are shared with the parents during the June conference.

## **COMPUTERS**

The Little Schoolhouse is a wireless Internet zone. We have three permanent computers and access to two others. The Swordfish and Shark classrooms have a computer. The Angelfish and Dolphin classrooms have a desktop computer to enhance various activities. We have a variety of programs on disc and on -line that are interactive and educational for each age group. The children are using the mouse and keyboard with increasing independence.

## **VOLUNTEER PROGRAM**

Each year we have an active volunteer program. Volunteers help read stories, play games, and share special talents with our students. If you would like to participate, please speak to your child's teacher.

## **SCHOOL REGULATIONS AND PROCEDURES**

The school cannot be responsible for the loss of valuables that are brought to or left in the school. If a student is taking school property or the personal belongings of other students, with or without intention, the offending student's parents will be contacted and arrangements will be made for restitution of the property.

Students are held responsible for their own actions and they should be prepared to accept the consequences of the actions. Parents of any student damaging property by way of intentional act will be required to pay the cost of its repair or replacement.

Water pistols, knives, or any other item that may result in the annoyance or injury of others, or damage school to property, are not permitted on the grounds of the school.

Trashcans are provided on the school grounds. Children are encouraged to not litter the classrooms, toilets, or school grounds.

In case of fire or emergency, the signal to evacuate the school building will be a continuous sounding of the smoke alarm. In such an event, the students and staff will proceed immediately to and out the back entrance gate. We have scheduled our own fire drills, three times per year, to practice the safety protocol.



## **SAFE SCHOOL POLICY**

Schools are intended to be a safe environment for learning. It is the policy of The Little Schoolhouse that the school building, premises, and vehicles in the designated school parking spaces, shall be safe environments for students. It will be free of danger posed by the presence of weapons, or any other dangerous object. It will be free of conduct that threatens harm by the means of weapons or other dangerous objects. It will be free of the presence of alcohol, tobacco or drugs.

Smoking is not allowed anywhere on the school premises.

## **STUDENT HEALTH INFORMATION**

1. Students should not come to school in the morning if they are feeling sick before they leave home. If a child is not well and needs to go home, it can be difficult to locate parents and a great deal of time is lost in trying to do so.
2. It is important that each student's emergency information is current.
3. If injuries occur at home, they are the responsibility of the family and should not become an issue while the child is at school.
4. If you suspect a communicable disease, you should consult your doctor. Please report the findings to the teachers and principal.

## **MEDICATION POLICY**

1. Any student who is to take medication, or has been given medication before school, either prescription or over-the-counter non-prescription medication during the school day must be assisted by the teacher and have written permission/release on file from the parent or guardian for such medication.
2. It is also the responsibility of the parent/guardian to notify the school of any change in the student's health/allergic status.
3. If a student has to be excused from school during the day for illness or an accident, the teacher or principal will contact the parents.
4. Before returning to school students who have been ill must have recovered enough to be able to participate in the general activities of the school including outdoor play.