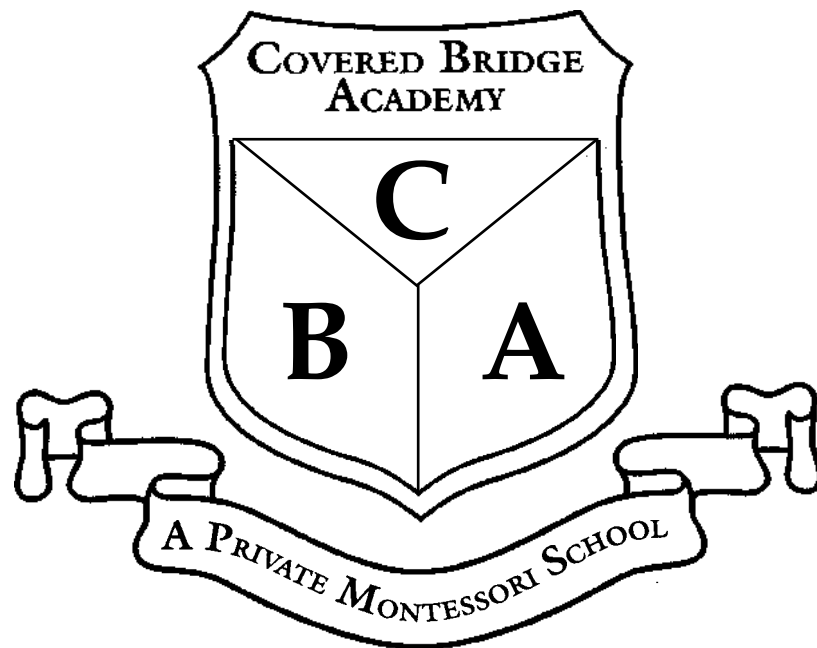


Covered Bridge Academy

Parent Handbook



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Revised July 2011

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Program Overview

Covered Bridge Academy (CBA), founded in May 1999, utilizes the principles of Dr. Maria Montessori, whose philosophy of education was based on the development of the human being to its fullest potential. Dr. Montessori referred to her method of education as one that takes the student from the study of *self* to the study of the *universe*. The Montessori environment is carefully prepared so that the student can study the interrelationship of all life and his or her place in it. Each area is seen as a related whole and subject matter is integrated together. Montessori education recognizes the importance of the self and the need to love and be loved.

The most important goal of Montessori education is personality and character development, especially in values of love, self-discipline, honesty, responsibility, self-esteem, cooperation, initiative, fairness, perseverance, creativity, and self-sufficiency. Each student is treated as a unique individual and works at his or her own pace. The five senses, multi-sensory apparatus, learning by doing, freedom of choice, and self-correcting materials are incorporated in the development of the intelligence. Physical movement, drama, music, and art aid in the building process so emotional well being and self-esteem can be built and maintained. Our approach encourages children to think and problem-solve.

The academic areas of reading, writing, math, language skills, geography, history, zoology, and botany are systematically developed in a three-year cycle of presentations by professionally trained teachers who have specialized in the Montessori method of education. Each classroom is fully equipped with manipulative learning materials. Students learn positive communication skills to develop good relationships and interactions with peers and adults.

Our belief is that children should be peer teachers and help each other learn responsibility and independence. Parents are urged to learn all about the Montessori method and encourage this way of life at home. The greatest bridge we can build for our children is understanding, listening and love. We, at Covered Bridge Academy, are dedicated to building these strong foundations.

Covered Bridge Academy is the sister campus of Covered Bridge Montessori School located at 3941 Covered Bridge Place, Smyrna, GA. CBA is a member of the Georgia Child Care Association, the National Child Care Association, licensed with the Georgia Department of Early Care and Learning: Bright from the Start, and is affiliated nationally with the American Montessori Society. Mrs. Barbara Moffitt, the owner of CBA, directed the Atlanta Montessori Teacher Education Program in the Atlanta area for 30 years. Mrs. Moffitt is the past Executive Director of the National Center for Montessori Education. She was the Editor of their national magazine, the Reporter, for 12 years. She served for three years as the Vice President of the Montessori Accreditation Council for Teacher Education. Mrs. Moffitt and her husband Leroy Moffitt, are the owners of Covered Bridge Academy and Covered Bridge Montessori School, as well as, Country Brook Montessori School in Norcross.

Mission Statement

To provide a nurturing prepared environment following Montessori principles, which will foster a love of learning and promote the physical, mental, emotional, and spiritual needs of the children, staff and parents.

Montessori Principles

- Mixed age groupings
- Self-teaching manipulative materials
- Children progress at their own rate
- Control of error built into lessons
- Building a positive self-image
- Self-discipline through work
- Caring for self and environment
- Movement necessary for neuromuscular development
- Conflict resolution skills
- Sensitive periods for learning
- Lessons in grace and courtesy bring self-control
- Peer learning
- Richly-prepared environment
- Teacher is a guide
- Logical consequences for behavior
- Interrelated curriculum
- Left and right brain integration
- Individual and group interactions
- Character and personality development
- Peace through education
- Reality-based curriculum
- Sensory-based learning
- Freedom of choice within limits
- Appreciation of all life

Montessori Quotes

“...Never speak ill of the child in his presence or absence.”

“...Concentrate on strengthening and helping the development of what is good in the child so that its presence may leave less and less space for bad.”

“...Respect the child who takes rest or watches others working or ponders over what he himself has done or will do. Neither call him, nor force him to other forms of activity.”

“...Help those who are in search of activity and cannot find it.”

“...Respect the child who makes a mistake and can then or later correct it himself. Stop firmly and immediately any misuse of the environment and any action which endangers the child, his development or that of others.”

“...Be active in preparing the environment; take meticulous and constant care of it, help the child establish constructive relations with it. Show the proper place where the means of development are kept and demonstrate their use.”

“...Be ever ready to answer the call of the child who stands in need of you and ever listen and respond to the child who appeals to you.”

“...Be untiring in repeating presentations to the child who refused them earlier; in helping the child acquire what is not yet his own and overcome imperfections. Do this by animating the environment with care and purposive restraint and silence, with mild words and loving presence. Make your ready presence felt to the child who searches and hide from the child who has found.”

Dr. Maria Montessori
1870 - 1952

Curriculum Overview

The CBA curriculum meets the Georgia standards along with the American Montessori Society core principles of Montessori education. This curriculum overview includes, but is not limited to the following:

Early Childhood Program

Practical life:

- Care of the person*
- Care of the environment*
- Grace and courtesy skills*
- Control of movement*
- Food preparation*
- Nutrition study*
- Art*

Sensorial:

- Sizes, shapes, and colors*
- Texture, temperature, weight*
- Smelling, tasting, feeling*
- Sound discrimination*

Language:

- Writing skills*
- Phonics*
- Word building*
- Reading skills*
- Grammar*
- Drama*
- Storytelling*
- Spanish*

Mathematics:

- Counting activities*
- Number recognition*
- Writing numbers*
- Decimal system*
- Addition and subtraction*
- Multiplication and division*
- Fractions*
- Simple money*
- Measurement*
- Telling Time*

Geography

Geology

History

Botany

Peace Education

Science experiments

Motor development skills

Music and Movement

Elementary I & II Program

Mathematics:

- Algebra*
- Fractions*
- Decimal system*
- Basic operations + - x ÷*
- Measurement*
- Geometry – study of lines, angles & polygons*
- Systems of numeration*
- Memorization of facts*
- Problem solving*

Language Arts:

Reading

- Cursive writing*
- Spelling*
- Creative writing*
- Literature & Poetry*
- Grammar*
- Drama*
- Library skills & Research*
- Memory games*

Special Events:

- Field trips*
- Educational videos*
- Holiday parties*
- Birthday walks*
- Educational overnights*

Cultural Subjects:

- Anatomy, Astronomy, Botany, Ecology, Geology, Geography, History, Zoology*

Social, Emotional & Moral Development Through:

- Manners*
- Peace Education*
- Listening skills*
- Limits*
- Role playing*
- Class agendas & class meetings*
- Sharing*
- Community*

Weekly:

- Physical Education*
- Music & Movement*
- Art & art appreciation*
- Foreign language - Spanish*

Admissions

All students accepted into our program are enrolled for the full school year. We do not accept short-term or temporary enrollments. Should you find it necessary to withdraw your child prior to the end of the school year, we require one-month's written notice. You will be responsible for any fees due during that one-month notice period.

We accept children without regard to race, color, religion, gender, or disability, provided that the school can meet the needs of the child. It is important that you share all pertinent information with school administration and the child's teacher so that an appropriate individual educational plan can be implemented for your child.

Acceptance into the programs is at the school's discretion. Registration of any student by the parent is entirely voluntary.

Our admissions procedure is as follows:

- The school's Director will meet with the parent to discuss the Montessori program and the student's needs. At that time, the parent will be provided an application/information packet.
- Following the receipt of the admission application and application fee, new applicants may be required to visit the school and interview with the Director and/or prospective teacher. A brief screening using Montessori materials may be done to assess the child's skill levels. New elementary applicants are assessed using a developmentally appropriate evaluation. Students transferring from other school programs are required to provide a current report card and immunization record. Student records will be required from the former school and will be requested after the parent signs a Records Release Authorization form.
- Upon acceptance, the registration fee is due. A start date and classroom placement within CBA will be determined based upon a number of factors including classroom capacities, gender ratios, student ages, and prior school experience. It is possible that a child may be placed on a wait-list for an appropriate opening. The registration fee for a wait-listed child will not be due until the start date has been determined.

A completed application, registration card, emergency information card, birth certificate, and immunization certificate (or waiver) are required for every child before the child can enter the program. Immunization waivers (if needed) are available at the school office. In the event of divorce or split custody issues, guardianship must be proven with legal documentation, a copy of which will be retained in the student's file.

Attendance: Absences and Late Arrivals

We cannot stress enough the importance of arriving on time and being ready to start the school day. Arriving late creates a disruption and often halts the positive momentum the teacher has built up with the other students in the classroom. If you should arrive late to school, **you must bring your child to the office and sign in**. Someone from administration will take your child to the classroom. Please do not enter the classroom yourself. If you need to provide important information to the teacher, please give that information to the office and it will be passed on at the first appropriate moment.

A record of attendance is kept on all students, regardless of age. Attendance is a part of the student's permanent record and transfers with them after leaving our program. Many private schools take a child's attendance and punctuality history into account when considering that child for enrollment.

No child will be admitted to the school after 9:00 a.m. unless we have been provided prior notice of due cause. Late arrivals disrupt group lessons and child concentrations. We appreciate everyone's courtesy, respect and cooperation with this important policy.

Children are expected to attend the 180 day academic school calendar. Children's absences will be excused **only** for sickness or doctor appointments by providing the office with a written excuse from the parent/guardian or doctor. If the child is out sick three or more consecutive days, a doctor's note should be provided upon return to school. If the child comes to school and has to leave prior to 11:30 and does not return, he/she is also counted absent. Ten (10) unexcused absences would result in dismissal from school and will result in the loss of any financial aid provided through the school scholarship fund.

As per our punctuality policy, four (4) tardies will equal one unexcused absence. A child is considered tardy if he/she arrives to his/her classroom after the start of the school day. Medical appointments are considered excused tardies. Frequent tardies and absences will result in a written notification by the school administration. Continued failure to arrive to school on time could result in dismissal from the program. The Georgia Pre-K Program defines frequent tardies as those averaging more than once per week. An attendance and punctuality audit will take place at the end of each calendar month.

Before and After School Programs

The activities before and after the school day provide an enriching addition to the school day. Children must be registered in order to take advantage of these programs. An occasional stay must be approved in advance and will be granted according to the teacher/pupil ratio and charged at a daily rate. Activities include: storytelling and dramatizations, games and manipulative play, free play outside, music and movement, arts and crafts, and building social skills and moral values.

The optional Before and/or After School programs may be added at any time provided space is available in the requested program. Requests for program changes (adding or removing before or after school care) must be made in writing and submitted to the office. The effective date of the change will be determined by the administration in conjunction with the parent. Please provide a minimum of one week's notice to ensure that appropriate supervision levels will remain in compliance.

When adding a program, tuition will be pro-rated based on the number of days remaining in the school year. If dropping a program, tuition will be pro-rated based on the number of days used.

Birthday Celebrations

On your child's birthday (or a day selected by parent and teacher), your child can prepare a "birthday time line" which tells the other children about the special events that have happened in your child's life. Parents will need to contribute information and pictures for this activity. Check with your child's teacher for acceptable snack ideas prior to the event.

Please remember, this is a recognition activity for your child in their classroom with their classmates. We do not have birthday parties at school. If you would like to plan a party away from school, please use the parent list to mail invitations. Invitations may not be distributed at school.

Code of Conduct

All students, staff and parents must show respect for themselves, each other, the building, and grounds. All students should be clean and appropriately dressed to suit the weather conditions. (Please see Dress Code section.) Physical abuse of any kind (biting, kicking, spitting, and hitting), by children or staff will not be tolerated. Emotional abuse (ridicule, harassment, embarrassment, shaming, profanity, or ugly language), by children, staff or parents will not be tolerated. Privacy of the physical body will be respected for all ages (no inappropriate touching). The school community will care for school equipment, buildings, and grounds (no deliberate vandalism, marking, or breakage). The discipline policy as stated in the parent handbook will be strictly enforced regarding these issues.

Parents are expected to comply with the Policies and Procedures outlined in this handbook. Support of the school and its programs is paramount to its success. Parental conduct and/or actions deemed to be detrimental to the well-being of Covered Bridge Academy, its students, facility and/or staff could result in immediate dismissal from the program with or without prior notice.

Communications

Open communication is the key to a successful school experience. Please use the following lines of communication in order to handle questions or concerns.

1. Classroom concerns should be handled primarily between parent and teacher in a discreet manner. If either party does not receive satisfaction, the next step should involve both parties and the Director.
2. Problems with school policy or procedures should be discussed with the Director.
3. Parent-to-parent problems should remain between the persons involved, without the input of teachers, administration or other parents.

If for any reason this chain of command is unsuccessful, please call the Business Office at 770-431-9871 concerning the situation.

Discipline Policy

Each person within the Montessori environment has certain rights. The class sets up ground rules to be followed to create social cohesion. Children are still learning the importance of proper behavior – we understand that they will make mistakes. When a child exhibits inappropriate behavior, he or she will be counseled privately by a teacher and re-directed into purposeful activity. If the behavior is persistent or harmful to others, the parent will receive a note or phone call from the school staff to discuss the problem. In the event the behavior continues after multiple attempts to re-direct the child, the parent will be notified and may be asked to pick the child from school immediately.

We are a non-violent school and absolutely no violent behavior (hitting, kicking, pinching, spitting, hair-pulling, wrestling, or other physically aggressive behavior) will be tolerated. The following list provides examples of offenses and their consequences. This list should be used as a guide only; disciplinary action is at the school's discretion and will be addressed on a case-by-case basis.

Level 1 - Teacher Counseling

- Cursing and foul language
- Tardiness
- Dress Code Violation
- Harassment of any kind
- Failure to do assignments or elementary level homework
- Disruption of the classroom environment
- Hitting

Level 2 - Written Report

- Repeated occurrences of level 1 offenses
- Repeated absences or tardiness
- Biting
- Defacing of school or other personal property
- Deliberate disobedience, insubordination, or being disrespectful
- Being sent to the office for behavioral disturbances and or aggression
- Cheating
- Distribution or abuse of over-the-counter medication or drugs
- Use of tobacco on school property or at school events

Level 3 - Written Report/Suspension

(Psychological Testing & Counseling may be required)

- Repeated Level 2 offenses
- Indecent exposure
- Making threats
- Setting off a false fire alarm
- Tampering with a fire extinguisher
- Purposeful destruction of school property, teacher property, or the personal property of others

Level 4 - Written Report/Dismissal

- Repeated level 3 offenses
- Continued lack of self control
- Bringing a firearm, knife or weapon to school
- Striking a teacher or purposeful injury to another student

A *student or parent* whose general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school will be dismissed from the school.

Dress Code

Tops	Tops must have a collar, such as polo type shirts, oxfords, and turtlenecks. Tops may be solid navy blue, light blue, yellow, red or white – no prints, plaids or designs. Cropped tops and backless tops are not allowed. Shoulder straps should be at least one inch wide. School logo can be applied on all tops but is not required.
Bottoms	Shorts to mid-thigh or pants may be navy, khaki, or blue denim without designs. No athletic pants. All bottoms should be easy for the child to remove when toileting. Elementary-age students should wear belts.
Dresses	Dresses, skirts or skorts may be navy, khaki, or blue denim without designs. Backless dresses are not allowed. Shoulder straps should be at least one inch wide. Dresses and skirts should be knee length or longer. Shorts should be worn under dresses and skirts.
Shoes	Shoes should be closed-toe such as tennis shoes or leather shoes. No backless shoes, cowboy boots, or shoes with bells, lights and/or wheels. Sandals may be worn during the summer program only, as long as they are secured to the foot - no Crocs or flip-flops.
Swimsuits	One piece suits for girls and boxer style trunks for boys are required.
Hats	May only be worn outside or on special designated days.
Jewelry	Wear only one earring per ear. Leave costume jewelry at home. Please do not allow your child to wear expensive jewelry, which may get lost.

Uniform Depot in Kennesaw provides acceptable clothing options that meet our dress code as well as embroidered logo services (optional). You may choose to purchase these items at any store; however, Uniform Depot is the only option for the school logo at this time. Clothing is also available at the following companies: Land's End/Sears, JC Penney, Gap/Gap Kids, WalMart, Old Navy, Target.

Each child is provided a locker. Please keep at least one change of clothing at school at all times. If it becomes necessary for the school to supply underwear, your account will be billed. Adequate winter wear (mittens, hat, and coat) is required during cold weather. Be sure to label all clothing with your child's last name and first initial.

Drop-Off and Pick-Up/Car Pool

Parents are encouraged to use our carpool lane due to limited parking space. Drop off and pick up times are extremely busy, and in order for the system to work smoothly, it is critical that all families show the highest level of courtesy when utilizing the car pool lane. Early Childhood and Lower Elementary drop-off is from 8:10 - 8:30. Upper Elementary drop-off is from 7:50 a.m. - 8:00 a.m. Afternoon pick-up times are from 3:00 p.m. - 3:20 p.m. During our normal drop-off and pick-up times please DO NOT leave your vehicle. A staff member will meet you at your vehicle to either receive or deliver your child. If you need

to leave your vehicle for ANY reason, please park in a marked space only. It is very important that you do not block any of the traffic lanes or turn-arounds. Parents leaving their vehicles while in the car pool lane or parking in unmarked spots risk losing the privilege of using the car pool program. All carpool students should be dropped off in the **left** lane under the carport.

Remember, the teachers are very busy during car pool and are not available at this time to discuss individual issues regarding your children. Appointments with a teacher may be scheduled through the office.

Parents who wish to escort their child to class may do so only after parking in a clearly marked parking space. **If you are escorting your child to the classroom, we request that you not enter (or remain in) the classroom after 8:30 a.m.** The teachers need to bring their classes to order and start their day.

Early Childhood and Lower Elementary children dropped off before 8:10 a.m. must be brought into the building and left with a staff person. An early drop off fee or a late fee will be charged if they are not already enrolled in the before school programs.

All drivers are advised to drive SLOWLY through the parking lot areas and always be alert to pedestrians and other vehicles. If your child is not enrolled in the after school program, late pick up will result in additional fees. (See the Tuition and Fees section.)

If someone other than the parent (including those on the approved pick-up list) is to pick up a child, the school must be notified in advance by phone or in writing of the dates of authorized pick-up. Any individual not clearly recognized by the staff (regardless of approval status) will be required to provide photo identification. No child will be released to any individual whose identity cannot be verified; and any child picked up late due to inability to verify an identity will be assessed a late pick-up fee in relation to the final pick-up time.

Parents arriving to school after 8:30 a.m. must come to the office and are required to sign-in the children. Medical and personal appointments should be made after 3:00 p.m. when possible. If you need to pick up your child during the school day, you must come to the office and sign out your child prior to leaving the building.

Sign-in and sign-out rosters are required by the state (BFS) and are maintained by each classroom and in the after-school program. Parents and/or designated guardians are required to legibly sign-in each and every child that they are dropping off. Parents and/or designated guardians must also sign-out each and every child they are picking up. Sign-in and sign-out sheets will be available at car-pool and in the classrooms.

Emergency Procedures

Staff members are trained in CPR, First Aid and additional emergency procedures. Each classroom is equipped with a complete first aid kit that is taken to the playground and on field trips.

Health Emergency

- If the emergency warrants, we will contact 911 immediately and the student will be transported to the hospital by ambulance. All students will be taken to Wellstar Cobb Hospital (3950 Austell Road, Austell, GA 30001, (770) 732-4000 unless otherwise specified by parent.
- The parent will be notified at the time of the emergency and will be asked to meet us at the hospital or to come to the school and pick up the child.
- An Emergency/Medical History form is required to be kept on file in the office for every enrolled student. This form is signed by the parent and will allow the hospital staff to begin immediate treatment.
- Remember to notify the school any time you have a change in your contact information so that we can reach you in case of health emergency.

Utility or Water Outage

By law, CBA cannot operate unless ALL of its utility services are in full working order. Lack of heat, air, water, gas, or electrical service creates a health and safety issue. In the event that power goes out for a short time, the school is equipped with emergency lighting; however, should the school lose services for an extended period of time, parents will be called to pick up their children.

Fire or Severe Weather

Evacuation procedures are posted in all classrooms. In the event of a tornado, all children are sent to designated areas until the all-clear sign has been given. Tornado drills are practiced three times per year (spring, summer and fall). Fire drills are practiced monthly.

Other Emergencies

In the event that an emergency condition renders one or more classrooms unsafe for use for any length of time, parents of children in the affected area(s) will be contacted and asked to remove their children from school until the area is made safe. The school will make every effort to remedy any such situation in the shortest amount of time possible.

Field Trips

Field Trip permission slips must be filled out by the parent each time a trip is taken. All pertinent information will be noted on the slip including departure and return times, food, planning, dates and location. Students must be in dress code and wear identification badges at all times while off-site.

A vehicle specifically equipped for safe transportation of students is available to the school for field trips. A licensed driver will attend the vehicle at all times when the students are aboard. All students are required to wear seat belts unless in an approved bus. Parent chaperones may drive their own vehicles on field trips but will not be permitted to transport any students who are not their own children.

A transportation checklist copy is kept in the office, which is reviewed upon departure and arrival to and from the field trip location. The transportation checklist is checked each time students exit the vehicle and reenter the vehicle. Proper chaperones accompany the students at all times. Copies of emergency cards for each student are in the vehicle along with the first aid kit and a cell phone.

Parents will be notified if children misbehave and cannot follow the rules and appropriate consequences will be discussed. If the child repeatedly exhibits inappropriate behavior, he or she will not be permitted to attend subsequent trips.

Holidays

The school will be closed on Labor Day, Thanksgiving Day and the day following, winter break in December (to include Christmas Day, New Year's Day and the day following), Martin Luther King Jr. Holiday, President's Day, Spring Break in April, Memorial Day, and Independence Day. The school will also be closed for two teacher workdays at the end of the school year and three teacher workdays at the end of the summer term. On these dates, the school will be closed to all students.

Illness & Medication

CBA strives to be a "well school" for the benefit of all of its students, staff and parents. If your child is not well, please contact the school office and keep them home until they are well enough to attend. All students should be rested and must be capable of participating in class. A child who falls asleep during morning work time is too tired to be in school.

Should your child become ill while at school, you will be notified and are expected to pick up your child within the hour. In the event of a communicable disease, a doctor's permission slip will be required for the child to return to school. If a child is sent home for nausea, vomiting, diarrhea or fever, the child MAY NOT return to school until they have been free of those symptoms for at least 24-hours and medication

is no longer needed. Please do not bring your child back to school the first day after they have been sent home with symptoms of illness.

Students who have the following illnesses must be excluded from school for the designated periods of time:

<i>Chicken Pox</i>	Home for at least seven days after the onset of the rash and until all lesions are crusted.
<i>Conjunctivitis</i>	Home until eyes are clear (at least 24 hours after treatment.)
<i>Diarrhea</i>	Home if the child has a fever or has had two or more watery stools in a 24-hour period.
<i>Fever</i>	Home for length of fever and the 24 hours following.
<i>Hepatitis</i>	Home for seven days after onset of jaundice (yellow skin or eyes) and diarrhea. Authorized release is required to return to school.
<i>Impetigo</i>	Home until antibiotic treatment is given and lesions are crusted and healed.
<i>Measles</i>	Home for four days after onset of rash or rash disappears.
<i>Meningitis</i>	Home until child is well. Authorized release is required to return to school.
<i>Mumps</i>	Home for nine days after swelling appears or until swelling is gone.
<i>Head Lice</i>	Home until medicated shampoo is used and all nits are removed. You must show proof of application and head must be checked by school administration.
<i>Ringworm</i>	Home until treatment begins. Infected areas must be covered at all times. Stress frequent hand washing to prevent spread of infection.
<i>Rubella</i>	Home for four days after onset of rash.
<i>Scabies</i>	Home until treatment begins. Parent must present proof of treatment.
<i>Strep Throat</i>	Home for 24 hours after treatment begins.
<i>Tuberculosis</i>	Home for 14 days after treatment begins.
<i>Vomiting</i>	Home until vomiting stops.
<i>Whooping Cough</i>	Home for two weeks after antibiotic treatment begins.

CBA will neither dispense nor keep over-the-counter (OTC) medication of any type at school. Because dosing requirements vary greatly in children under the age of six, we cannot risk the consequences that could arise with inappropriate dosing. If a parent feels that OTC medication is necessary for their child while at school, the parent is welcome to come to the school at the necessary time to provide that medication.

Prescription medication (long or short term) will be dispensed by the school ONLY if provided in the original container with the student's/patient's name, prescription number and complete dosing instructions. If your child requires prescription medication during the school day, you must fill out a medication authorization form completely and give the form and medication to the front office. No medication will be administered without written authorization from the parent or guardian. Medications will ONLY be administered at approximately 12:00 and/or 3:00. If the medication must be administered on a schedule other than those times, please make arrangements to come to school to administer the medication. Medication authorization forms expire after two weeks and medication must be taken home. If your child requires medication on an ongoing basis, we must have a letter with signature from your doctor on the doctor's stationary clearly stating the patient's name, medication name, frequency and level of dosage. All medications must be given to the front office and not left in the child's backpack or lunchbox.

IMPORTANT: CBA cannot allow students to stay inside during playtime due to illness or medical condition. Supervision is provided on the playground. If a student is too sick to go outside when dressed appropriately for the weather, he/she is too sick to be at school. The same holds true for those few days during the year when pollen counts are extremely high. If your child has extreme sensitivity to elevated levels of pollen, they would best be served in the care of their parents at home on those days. If you have special instructions regarding your child's attire (hats, gloves, ear-muffs, etc.) please provide those instructions in writing to your child's teacher.

Lost and Found

The school maintains a lost and found bin/container in the school office. All unlabeled items that are left at school will be placed in lost and found. Unclaimed items are donated to charity every three months. Please be sure to check the lost and found regularly for any misplaced items. Please label coats, jackets, sweaters, sweatshirts, shoes, etc. with a permanent marker to ensure prompt return.

Also, please keep in mind that there are thousands of small pieces of Montessori equipment in each classroom. If your child accidentally brings any mysterious objects home in his or her pockets, lunch box, or book bag, please check with the teacher to see if the objects are part of the Montessori classroom work.

Meals

A hot lunch program is available to all children for an additional fee. Parents who do not sign up for the optional hot lunch program are responsible for sending a nutritious lunch to school with their child that meets state licensing requirements. All lunches should include protein, vegetable or fruit, and bread. A chart showing the state's minimum requirements is printed below. Any lunch not meeting minimum requirements will be supplemented and the parent will be charged \$1.00 per supplemented item. Milk will be provided by the school. Children with severe or multiple food allergies must bring their own lunches and/or snacks from home.

Microwaves are available in each classroom for warming food, but they cannot be used for cooking. We encourage you to use thermoses to keep food warm. An ice pack must be in the lunch box to ensure that food does not spoil. Adequate refrigeration space is not available for the storage of lunch boxes.

When preparing home lunches, we encourage the use of healthy food choices. Fresh fruits and vegetables are great! If sending grapes in your child's lunch, they must be sliced lengthwise to avoid choking hazards. Whole wheat breads are preferable to processed white bread. Foods containing large amounts of processed sugar and/or frosting are not permitted. Candy and carbonated soda drinks cannot be sent to school and will not be served.

Children in the Early Childhood class will be furnished a morning snack. Elementary children share snack sent in by parents. A schedule for Elementary snack provisions will be provided early in the Fall term. All students in the After School Program will be served a nutritious afternoon snack provided by the school. A snack menu is posted on each classroom bulletin board.

We are a **NUT FREE school** due to allergy related issues. Please **do not** send any type of nuts to school with your child.

Breakfast will not be served and may not be eaten at school. Students should be fed at home prior to arriving at school. Students may not bring uneaten breakfast foods to school for consumption in the building or on the playground.

	Serving Size (Ages 3 to 6)	Serving Size (Ages 6 to 12)
<i>Snack (select 2 out of 4 items)</i>		
Milk	1/2 cup	1 cup
Juice, Fruit or Vegetable	1/2 cup	3/4 cup
Meat or Meat Alternate	1/2 ounce	1 ounce
Bread or Bread Alternate	1/2 slice*	1 slice
<i>Lunch or Supper</i>		
Milk	3/4 cup	1 cup
Meat or Meat Alternate	1 and 1/2 ounces	2 ounces
Or Egg	1	1
Or cooked dry bean or peas	3/8 cup	1/2 cup
Or peanut butter/seed butters	3 tablespoons	4 tablespoons
Or Yogurt, plain or sweetened	6 oz.	8 oz.
Vegetable or Fruit (two or more)	1/2 cup	3/4 cup
Bread or Bread alternate	1/2 slice*	1 slice*

*One slice of bread is equivalent to one roll, biscuit, muffin, cooked, enriched, or whole grain rice, macaroni noodles, or other pasta products.

Bringing a lunch from home:

What is a good 'sack' lunch? One that is eaten! Children can be finicky eaters and it often takes experimenting to find out what they like or don't like. Sometimes children eat tiny amounts and other times they want large quantities. This is normal! If a child is hungry, he or she will eat.

When preparing your child's lunch for school, start with small portions and cut the food into small pieces. Sometimes it is hard to tackle a whole carrot or sandwich. Try cutting them into interesting shapes. CBA will not allow the children to throw away uneaten food from their packed lunches. It is important that you see what your child is eating (or not eating) while at school. If they keep bringing a particular item home, you may want to try something else. Sometimes a favorite food represents security to the child; substituting something in its place could result in tears and trauma! Try discussing food options with your child to learn what they would like (keeping into account the appropriateness of the item.) With older children, let them help in the preparation. They can assemble, wrap and pack. And when you can, start the night before to avoid the morning rush.

Label everything with your child's name: lunch box, thermos, ice pack, containers and lids, etc. Use a Sharpie or other permanent marker. What looks familiar at home is easy to lose in a sea of similar items!

Moving Up/Changing Classrooms

During every school year, there will be children who progress both academically and socially to the point that they would benefit by moving into a classroom that offers more challenging opportunities for growth. If, in the opinion of the child's teacher and the school's director, a child meets the criteria for a potential move, the child's parents will be contacted to meet with the Director to discuss the appropriateness of the move. Children will not be moved solely on the basis of a birthday or parent request.

Moving up from Early Childhood to the Elementary Montessori classroom:

In the Montessori school environment, mixed age-group classrooms provide opportunities for continued growth without assigning specific grade level status to a student or their work. In the state of Georgia public school system, young students are assigned grade levels based solely upon their birthdates. For the purpose of testing, report cards and school transfers, CBA follows the state mandated birthdate criteria for recognizing grade levels. The date used by the state is September 1.

A child is moved to the next class level only if he/she has displayed readiness. The assessment for readiness for a move from the Early Childhood room to Elementary room is made by both the child's current teacher and the teacher at the next program level, and will be discussed with the parent. This means that a child working in the elementary classroom may in fact still be considered a kindergarten student. A change in classrooms is not automatically considered a promotion or advancement in grade status. It could simply be to provide additional opportunities for your child. If you have any questions regarding this process, please contact the school administration for clarification. In the event space is not immediately available at the next level class, work is provided within the child's current class at her/his readiness level. The child can only be moved if space permits.

The following criteria are used in determining readiness to move to elementary:

- The student is at least 6.0 on or before September 1st of the current school year.
- The student shows first grade *readiness* on the Stanford 10 Achievement test.
- The student must show social and emotional maturity and academic readiness.
- The student's present teacher recommends that the child move to the elementary level and prepares a recommendation profile.
- Parent, teachers, and director must have a conference and all agree to the new placement.
- The student may spend several mornings visiting in the elementary classroom before a final decision is made. Parents may conference with the new teacher to discuss the elementary program expectations.
- Elementary fees and tuitions are applicable.

Transferring to other private or public schools:

In the state of Georgia, a child must be five years of age on or before September 1 for Kindergarten and six years of age on or before September 1 for First grade. No exceptions are considered. Children transferring from CBA to other schools are placed according to their birthday.

NOTE: No records will be released to parents or schools until child's account has been paid in full.

Naps

Georgia law requires a supervised nap or rest period during the day for preschool-age children. After one hour, non-nappers may go back to their scheduled afternoon class. As a licensed facility, we must adhere to these rules. Children ages five or older may have a 30-minute quiet rest and story time before continuing the afternoon curriculum. The school provides a mat and one mat cover for nap. Additional or replacement mat covers may be purchased at a cost of \$25.00. These are available in the office. These will be sent home for laundering each week. It is not necessary to bring extra blankets from home unless it is a security item, which may be used at nap time only. All children coming to school must be weaned from bottles and pacifiers.

Outdoor Playtime

The students are provided outdoor playtime daily, weather permitting. The school has an established policy in place to address weather related changes to play times.

- Children will not be taken out in the rain.
- Children will be brought indoors anytime thunder is heard, even if not raining.
- Children will not be taken out if the playtime temperature is above 95° or below 35°.
- If (according to www.airnow.gov) the air quality index is "code orange" or "code red", outdoor playtime will be limited to 15 minutes.
- "Code purple" days will result in indoor activities only.
- P.E. for elementary students will be limited in duration during code orange and code red days and will take place indoors on "code purple" days.

Reminder: Students cannot remain inside during playtime due to illness or medical condition. Supervision is provided on the playground. If a student is too sick to go outside when dressed appropriately for the weather, he/she is too sick to be at school. The same holds true for those few days when pollen counts are high. If your child has extreme sensitivity to very elevated levels of pollen, they would best be served in the care of their parents on those few days. If you have special instructions regarding your child's attire (hats, earmuffs, gloves, etc.) please provide those instructions in writing to your child's teacher.

Parent Involvement/Volunteers

Room parents and volunteers play an important role at CBA. Throughout the year, numerous activities take place at the school that rely heavily on parent participation. Parental support is vital to the success of International Night, class parties and programs, and other events during the year. Sign-up sheets for activity volunteers are regularly posted at the classroom. We ask that each parent contribute their time when possible so that the children can benefit fully from these special events. Check with your child's teacher for ways you can help, which may include: making materials; cutting lamination; listening to children read; planning an art or cooking project; volunteering in the library; chaperoning a field trip; or becoming a substitute teacher. All regular volunteers (who help at the school on an on-going basis) must fill out a volunteer application and have their criminal background checked.

Parent Notification

Coverd Bridge Academy's e-mail list for all families is used as the primary means of distribution for school newsletters, special announcements, event notifications, activity reminders and more throughout the school year. The telephone will be used when individual contact is required. It is the parent's responsibility to ensure the school has a current e-mail address on file at all times.

We will notify you immediately if your child becomes sick at school. All sick children must be picked up within 1 hour of notification. If you do not arrive within 1 hour, we will contact the next person on the child's emergency card.

We will notify you in case of structural or physical damage to the building due to severe weather, fire, or natural disaster. We will also notify you of any contagious disease, adverse reaction to medication, injury, illness and exclusion of sick children.

An accident report will be filled out to notify parents of bumps, falls, scratches, cuts, and bruises incurred by the student and given to the parent on the day of the accident. The parent must sign the form when they arrive and leave a copy with the school for the child's file.

If your child is sent to the office because of inappropriate behavior, a form will be sent home to notify the parent of the behavior and consequences that the child received. The parent must sign the form and return it to the child's teacher or the school office on the following day.

It is the parent's responsibility to check their child's mailbox regularly for teacher and school notices. The school makes every effort to ensure that all parents are made aware of information and programs that affect their children. Some of our school programs have ordering or sign-up deadline dates. The school will not be responsible for missed deadlines by parents. Mailboxes are located in the main hallway.

Parent Referrals

At Covered Bridge, we strive to provide the highest-quality programs possible. When parents tell their friends about us, we know they are recognizing the benefits of the Montessori method. Parent referrals also help us reach new children and build a larger, more interconnected community. When a CBA parent refers another family who chooses to enroll their child, the referring family will receive a one-time \$50.00 credit to their account. The referred family must list the referring CBA parent's name on their school application. This credit, posted during the second month of the referred child's enrollment, will take the form of a \$50.00 reduction in tuition and cannot be redeemed in cash. The tuition credit is not transferable.

Parent-Teacher Organization

The Parent Teacher Organization plays a large role in the community life of Covered Bridge. They hold meetings throughout the year that focus on the Montessori philosophy and methods; these meetings also provide information regarding school events and schedule, parenting, and social events. The PTO is responsible for the highly anticipated Fall Festival and the Spring Fling/Silent Auction. This organization also heads up school fundraisers such as the Scholastic Book Fair, the proceeds being used for school programs. Again, parental support is vital to the success of all events and we ask that each parent contribute their time and efforts. We encourage all families to join the PTO.

Photographs - Classroom

Throughout the year, the staff of CBA may take photos of the children in their classrooms and on the playground. These photos are for use in the school only. Should the school wish to use photos of its students in promotional materials distributed away from the school, the school shall require a release form from the parent of any child whose image is recognizable.

In order to protect the privacy of all of the children at CBA, parents, friends, family or others may not use cameras of any type in the classroom during the typical school day. Parents and families may use cameras during any school function where all parents have been invited. Examples: Fall Festival, International Night, Thanksgiving Feast, etc.

Photographs - Student and Yearbooks

An independent contractor is scheduled to take photos twice per year. Individual student photos are taken in the fall and those photos are used in preparing the school's yearbook. Group class photos are taken in the spring. Notices are sent out prior to picture days and parents are given the opportunity to purchase photos and yearbooks. Parents are not obligated to purchase.

Privacy Policy

The school's policy is to protect the privacy of our students, faculty and staff. We do not release the address, phone number, or academic records of any child or staff without the written permission of the parent or staff member.

School Closings

If it becomes necessary to close the school due to inclement weather, we will announce the closing on the school Facebook page, WSB-TV Channel 2, FOX Channel 5, or WSB 750 radio. It is our intention to remain open unless conditions are too dangerous for students, parents and staff to travel. We are often open when Cobb County schools must close (due to their buses being unable to make their routes).

School Directory

A school directory is published each year. Parents give written permission to be listed in the directory. This directory is considered confidential. It may not be used for solicitation and is not to be copied or distributed outside of the school family.

School Hours

School hours for Early Childhood and Lower Elementary are 8:30 a.m. to 3:00 p.m. and 8:00 a.m. to 3:00 p.m. for Upper Elementary, Monday through Friday. The Montessori educational program begins promptly at the scheduled starting time and it is required that parents have their children in the classroom at or before that time so the children and teachers can take full advantage of the Montessori curriculum and work period. After 8:30 a.m., exterior doors are locked for security purposes.

The optional before-school program hours are 7:00 to 8:10 a.m. The optional after-school program hours are 3:00 p.m. to 6:30 p.m. Special arrangements for occasional after school stays are granted only if the parent makes these arrangements in advance and the student-teacher ratio will allow it.

Because appropriate scheduling of staff is critical to the proper supervision and care of the students, CBA is strict in the enforcement of its program schedules. Pick-up time is from 3:00 - 3:20 and late fees will be charged for any child picked up after 3:20 p.m. if that child is not already enrolled in the after-school program. A late fee will also be charged for any child picked up after 6:30 p.m. Please refer to the section titled Tuition and Fees. If you pick up your child after 6:30 p.m. three times, you will be asked to withdraw from the after school program. If you are going to be late for any reason, please call the school office (late arrival penalties still apply).

School Supplies

Elementary parents are responsible for providing consumable school supplies for their child. The supply list is distributed by the child's teacher at the beginning of each school year. Required supplies include pencils, notebooks, paper, folders, composition books, crayons, scissors, glue, and erasers. A specific list is available in the office for each class. All classroom supplies are provided for Early Childhood children.

Summer Program

Our summer programs are theme-oriented with a different program offered each year. In addition to Montessori work, activities are offered in arts and crafts, music, story telling, and games. There is an additional registration fee for the summer program. See Tuition and Fees section for details.

Students age four and older (as of June 1) are eligible to attend swimming lessons by signing a parental permission form. All participants in this program must abide by the rules of the swimming facility. All swim related activities are included in the cost of the program.

Teacher Conferences/Observations

You are welcome to visit your child at school at any time, though we request your cooperation in not disrupting the Montessori program. Observation times may be scheduled in advance with the Director. An observation chair will be provided in the classroom so that you can view all of the activities. We request that you try to remain as inconspicuous as possible so as not to interfere with typical classroom dynamics. The length of time to stay is determined by the teacher and parent in advance. Discussion or questions will be addressed at a later time so that the teacher will not be taken away from her immediate responsibilities in the classroom.

While the classroom door or car-pool lane offer the opportunity for a quick question, drop-off and pick-up are very busy times for the teacher and the children require their undivided attention. Please do not attempt to have a conference with your child's teacher when they are supervising children in the classroom, on the playground, or during car pool. It is vital that the teacher's full attention be directed to the children and their safety. If you would like a special conference with your child's teacher, please contact the office to schedule an appointment.

Elementary teachers hold two parent conferences per year (minimum), held approximately halfway through each semester. At that time, parents will receive a progress report that includes their child's grades thus far. Early Childhood teachers will also hold parent conferences halfway through each school semester. These individual parent conferences are required and parents should make every effort to attend on the designated conference days. Report cards will be distributed at the end of each semester.

Testing

All students five years of age or older on or before September 1 of the current school year will be given the Stanford 10 Achievement test. Parents will receive the results of all testing. The school provides the test; however, a \$35 make-up fee will be assessed for any student who misses any portion of the initial testing, regardless of the reason. Make up tests will be re-scheduled by the Director.

Kindergarten and Elementary students are assessed periodically to ascertain their progress. Teachers will keep you informed of the child's progress and of any potential need for tutorial help.

Other testing may be recommended by the teacher or school administration to evaluate learning needs. These tests may or may not be offered by the school. Outside professional testing may be deemed necessary. Parents are expected to follow through on these recommendations for the benefit of the child and his/her educational program. Parents are required to share the results of any outside testing with the school so that appropriate actions can be taken to serve the needs of the student. A Speech Pathologist and Occupational Therapist are available for therapy. See the Director for more information.

Toys

Please have your child leave his or her toys at home. Toys can be disruptive and very distracting to students during the day. Please ask your child's teacher before bringing any toy to school. We cannot take responsibility of ensuring the safety of items brought to school. Toys that are brought to school without permission will be put away by the teacher and given to the parent at dismissal time.

Transportation

CBA does not provide any form of transportation to or from school. Transportation is the responsibility of the parent and parents are encouraged to use the parent directory to locate others in their neighborhood who may be able to carpool together.

Tuition and Fees

Application Fee: There is a one-time application fee of \$100 for all new students payable at the time the application is submitted. The application fee is non-refundable, non-transferable, and is not subject to discount.

Registration Fee (per School Year): This annual per child fee is due at the time of registration or acceptance and holds a place for the student. This fee sets up the student's permanent record and covers a speech, language, and hearing screening. The registration fee is non-refundable, non-transferable and is not subject to discount. Returning families re-registering by January 31, 2012 pay a discounted school year registration fee.

Registration Fee (Summer Program): A separate summer registration fee is paid per child for each session the child is enrolled. Summer session rates are based upon the number of days in the specific session. The summer registration fee is waived for any child pre-enrolling in the 12-month full summer and school year programs. The summer registration fee is non-refundable and non-transferable. This fee reserves a place for your child and helps us secure appropriate and adequate staffing.

Tuition Payment: Tuition is based on a 180-day school year, payable in 10 equal installments due the first of each month beginning in August. Discounted full-year and half-year payment options are also available. A 12-pay plan is also available to families who register their child for the entire calendar year. A 10-day delinquent account will justify immediate dismissal from our program. Credits will not be issued for absences due to illness, vacation, bad weather closings, or any emergency closure deemed appropriate or necessary by management to ensure the well-being and/or safety of the students and/or staff. As long as a place is reserved for your child, full payment is required.

Tuition payments can be made via check, money order, cash, or credit card (Visa, Mastercard, Discover, or American Express). Automatic credit card payment is available. Enrollment is required and forms are available at the school office. Cash payments must be given to the Director or Assistant Director and a cash receipt will be given at the time of payment. Payments made by check will be electronically processed. Tuition payments made after administration hours, or during morning drop off may be placed in our tuition payment box located outside the office.

Tuition Discounts: Discounts are available for the second and third siblings enrolled concurrently. Please refer to Tuition Rate sheet in the school office for details.

Other discounts are offered for the 180-day school year if paying in advance.

- If paying in 1 payment by June 1st, the discount given is 4.5%.
- If paying in 2 payments, the discount given is 1.5%. (Payments are due 8/11/11 and 1/04/12.)
- If paying using the 10-pay option, there is no discount. (Payments are due the 1st of August 2011 and the 1st of each subsequent month through May 1, 2012.)

Withdrawal: All students accepted into our program are enrolled for the full school year. Should you find it necessary to withdraw your child prior to the end of the school year, a one-month (30-day) written notice of withdrawal from the program is required. Any tuition payment due during that 30-day period must be paid in full. No records will be released if student transfers to another school until all financial obligations are met.

Hot Lunch Program: A hot lunch is offered for an additional fee. The lunch program costs \$600 per school year and menus are provided at the beginning of each month. Lunch can be purchased on a daily basis for \$4 a day. Do not send money for lunches to school with your child; you will be billed for daily lunches. Student lunches brought from home are required to meet federally mandated minimum nutritional standards. Standards are outlined in the Parent Handbook. There will be a \$1 per item charge for supplementing any lunch that fails to meet minimum requirements.

Before School Program/Early Drop Off: There is an additional fee for the before school program. Before school hours are from 7:00 a.m. - 8:10 a.m. Children must be pre-registered to take advantage of this program. An occasional before school stay must be approved in advance and may be granted in compliance to teacher/pupil ratios. If your child is not registered for the before school program and is dropped off prior to 8:10 a.m., you will be charged a \$5.00 fee per child for each early drop off occurrence.

After School Program: There is an additional fee for the after school program. After school hours are from 3:00 p.m. - 6:30 p.m. Children must be pre-registered to take advantage of this program. An occasional after school stay must be approved in advance and may be granted in compliance to teacher/pupil ratios. A daily fee of \$20.00 per child is charged regardless of the amount of time spent in the program.

Late Pick-up: Parents of students not enrolled in the After School program are allowed a 10-minute grace period beyond the 3:00 p.m. pick-up time. A \$20.00 fee per occurrence will be charged for each student picked up after 3:10 p.m., regardless of length of stay. Any student picked up after 6:30 p.m. will be charged a \$30.00 fee for each 15 minutes or fraction thereof. More than three late pick-ups after 6:30 p.m. may result in dismissal from the After-School program.

Late Tuition Payment Fee: Tuition is due the first of each month. A \$35.00 fee will be added to tuition payments made after the fifth. Any account not paid by the tenth of the month could result in immediate dismissal from the program. An Automatic Credit Card Payment program is available, eliminating the risk of delinquency fees. Authorization forms are available at the school office.

Returned Check Fee: A fee will be charged for each check that does not clear the bank. The bank will automatically attempt to re-deposit the check up to two times directly charging your account \$30.00 per attempt. Since the bank handles the re-deposit process, these fees cannot be waived or changed. If the check has not cleared after the bank's second attempt, the check will be returned to the school and a \$35.00 late payment fee will be added to your school bill. From that point forward, all payments must be paid by cash or credit card.

Extra Curricular Classes: All extracurricular classes held on campus are scheduled after 3:15 p.m. The costs of these classes are additional and payable directly to the company or individual providing the classes. The school is not responsible for this fee collection. There is no after school charge for a child on the day that he/she participates in an extra curricular activity provided their activity start time is scheduled no later than 3:15 p.m., and they are picked up immediately following the extra curricular program. Late pickup fees will be applied for any child not picked up within ten minutes of the program's end time (e.g., program ends at 4:00 p.m. – parent is billed starting at 4:10 p.m.). Siblings of extra curricular participants remaining after 3:15 p.m. are required to pay the standard after-school fee. Unless specifically stated, extracurricular programs held at the school are available only to children currently enrolled at Covered Bridge Academy.

Speech and Language Assessments: A speech therapist is contacted to provide speech and language assessments each fall and spring. The first screening for all new students is at no cost to parents. Subsequent screenings are done for a minimal charge and parental permission.

Please Note: All tuitions, fees, and policies are subject to annual review and adjustment.

2011-2012 Summer & School Year Calendar

20-23 Teacher Workdays <i>(school closed)</i>	MAY 2011						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
22	23	24	25	26	27	28	
29	30	31					
24	Summer Session 1 begins						
30	Memorial Day <i>(school closed)</i>						

23 Early Release <i>(school closes 12:30)</i>	NOVEMBER 2011						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
	24-25	Thanksgiving Holiday <i>(school closed)</i>					

6 Summer Session 2 begins	JUNE 2011						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
26	27	28	29	30			
20	Summer Session 3 begins						

19-30 Winter Break <i>(school closed)</i>	DECEMBER 2011						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

4 July 4th Holiday <i>(school closed)</i>	JULY 2011						
	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
5	Summer Session 4 begins						
18	Summer Session 5 begins						
	31						

2 Teacher Workday <i>(school closed)</i>	JANUARY 2012						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
	3	School resumes					
16	MLK Jr. Holiday <i>(school closed)</i>						

1 Summer Session 6 begins	AUGUST 2011						
	S	M	T	W	T	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
4	Last day of summer						
5-9	Teacher Workdays <i>(school closed)</i>						
10	1/2 day for NEW students						
11	First day of school						

20 President's Day Holiday <i>(school closed)</i>	FEBRUARY 2012						
	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29			

5 Labor Day Holiday <i>(school closed)</i>	SEPTEMBER 2011						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
25	26	27	28	29	30		

	MARCH 2012						
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

	OCTOBER 2011						
	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
23	24	25	26	27	28	29	
30	31						

2-6 Spring Break <i>(school closed)</i>	APRIL 2012						
	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
9	School Resumes						

School closes at 12:30 pm on early release days.

During all holidays, breaks and workdays the school is closed to all students.

Our school year calendar provides 180 student contact days.

17 Last day of school	MAY 2012						
	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
	18-21	Teacher Workdays <i>(school closed)</i>					
22	Summer term begins						
28	Memorial Day <i>(school closed)</i>						