August 2015

Dear Village Families,

Welcome! The Finna Center faculty is committed to ensuring that your child’s days at Village are filled with exploration, wonder, and opportunities for growth. This handbook is intended to serve as a source of information for parents. The written policies have been established to ensure a safe, efficient, and organized school environment.

We want your child to develop a love of learning, establish friendships, and be proud to be a Village Viking! Please never hesitate to contact us to ask questions. I look forward to getting to know you and your children.

Sincerely,

Cynthia Bohrer
Finna Director

Sandra Flocks
Finna Coordinator
# Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff</td>
<td>4</td>
</tr>
<tr>
<td>Arrival</td>
<td>6</td>
</tr>
<tr>
<td>Attendance</td>
<td>6</td>
</tr>
<tr>
<td>ACE (After Class Enrichment)</td>
<td>6</td>
</tr>
<tr>
<td>Behavior and Classroom Management</td>
<td>6</td>
</tr>
<tr>
<td>Birthdays</td>
<td>7</td>
</tr>
<tr>
<td>Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Campus Store</td>
<td>7</td>
</tr>
<tr>
<td>Carpool</td>
<td>8</td>
</tr>
<tr>
<td>Communication</td>
<td>8</td>
</tr>
<tr>
<td>Conferences</td>
<td>9</td>
</tr>
<tr>
<td>Contact Information</td>
<td>9</td>
</tr>
<tr>
<td>Dismissal</td>
<td>9</td>
</tr>
<tr>
<td>Dropping off Items</td>
<td>10</td>
</tr>
<tr>
<td>Extra Clothing</td>
<td>10</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>10</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>12</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>12</td>
</tr>
<tr>
<td>Lunch</td>
<td>12</td>
</tr>
<tr>
<td>School Records and Reports to Professionals</td>
<td>13</td>
</tr>
<tr>
<td>Security</td>
<td>13</td>
</tr>
<tr>
<td>Sleep</td>
<td>13</td>
</tr>
<tr>
<td>Spirit Dress Days</td>
<td>13</td>
</tr>
<tr>
<td>Uniforms</td>
<td>14</td>
</tr>
<tr>
<td>Visitors/Volunteers</td>
<td>15</td>
</tr>
<tr>
<td>HANDBOOK ACKNOWLEDGEMENT</td>
<td>16</td>
</tr>
</tbody>
</table>
Early Childhood Faculty and Staff
2015-2016

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Grainne Fell
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Arrival

School begins at 8:30 am. All students should be in their classrooms ready to learn and explore.

Regular carpool and drop off begins at 8:15am. Parents of 2 year olds should park in the designated 15 minute spaces to bring their child into the classroom for drop off. Parents of 3 and 4 year olds can either drop off using the moving carpool line or are welcome to park and bring their child in. Unless arranged through the After Class Enrichment program (ACE), Finna doors are closed and no supervision is available until 8:15am.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:30am</td>
<td>Students arrive</td>
</tr>
<tr>
<td>8:30am</td>
<td>School begins</td>
</tr>
</tbody>
</table>

Attendance

Students benefit from being present and on time for school every day. Regular, punctual attendance creates a predictable routine and allows children the time they need to make a smooth transition into the day. Parents are encouraged to keep absences to a minimum. When it is necessary to be out of school, please notify Sandra Flocks at the front desk x1500.

ACE (After Class Enrichment)

The After Class Enrichment (ACE) Program is geared for students and parents who desire more activity outside normal school hours. The ACE Program provides your child with numerous outlets to express their energy, creativity, and natural gifts to become innovators and creative thinkers.

The program strives to provide safe and fun activities that accommodate various interests and schedules for your child. Details are on the website under the Student Life section.

Behavior and Classroom Management

The Village School believes students can only reach their true potential in a learning environment where trust, respect and caring relationships take priority. In order for our school community to successfully create this type of environment, each student is responsible for choosing behaviors that will contribute positively to our school.

At Finna, we value social-emotional development and self-regulation as essential to children’s academic progression. Teachers are actively guiding children as they make choices, solve conflicts, and learn to collaborate with peers. Our goal is to support children in building relationships, managing their emotions and behaviors, and fostering safe classrooms where empathy and diversity are valued.

Classroom management and discipline at Finna is centered around taking care of oneself, taking care of others, and taking care of the environment/classroom. We understand that the learning process involves trial and error. Children are bound to make some choices in action or words that do not follow our general classroom norms. We see these occasions as an opportunity for learning and growth. Redirection and logical consequences are appropriate for the developmental needs of 2-4 year olds and provide children with opportunities to channel their efforts appropriately and fix what’s gone wrong. For example, a child using markers on furniture is redirected to the paper on the drawing table. They may also be asked to help clean the furniture (you broke it, you fix it!)
In the event that a child is not responsive to redirection or logical consequences, a quiet time in the classroom or Director’s office may be necessary. A child who is physically harming himself or others will immediately be removed from the classroom to maintain safety for all.

Maintaining a safe and caring classroom community is at the core of our program goals and philosophy. If a child is consistently unable to demonstrate care for themselves, others, and the classroom, the following actions may be taken. Consequences will be determined on a case by case basis by the Early Childhood Director.

- Phone call or conference with parents
- Removal from school for the day or a predetermined period of time
- Required consultation with an appropriate specialist/counselor
- Removal from The Village School permanently

**Birthdays**

Finna loves birthdays! We welcome the opportunity to celebrate your child’s birthday at school. Please connect with your child’s teacher regarding celebration guidelines.

Please adhere to the following:

1. Students should wear their regular uniform on their birthday.
2. Ensure birthday celebration guidelines are understood. (i.e. if there are allergies, etc.)
3. Celebration arrangements must be made with the teacher well in advance.
4. Children do not exchange gifts at school.
5. If invitations are passed out at school, every child in the class must be included.
6. If candles are used, they may not be lit.

**Calendar**

The most up-to-date school calendar can be found on The Village School website. Click on Early Childhood for a one-page calendar.

**Campus Store**

The Campus Store, located in the High School, sells Village apparel, spirit merchandise, gifts, school supplies and small “on the go” healthy food products such as salads, sandwiches, fresh fruit and snacks. Finna students are encouraged to browse with parents before or after school. They will not have access to the store during the school day. Regular School Year Hours: 7:30 am – 4:30 pm

Dennis uniform pieces are available in the Campus Store to assist with sizing. Uniforms may be purchased by ordering online at www.dennisuniform.com or by visiting their store at: Westchase Shopping Center, 2687 Wilcrest Unit L07, Houston, Texas 77042.

New products are coming in every week so please stop by and get your Village spirit wear! Follow the store on Facebook for special events, contests, and announcements.

www.facebook.com/VillageCampusStore
Carpool

Parents should use the carpool line to pick up children with the carpool number hanging from the rear view mirror.

Safety and efficiency are our priorities! Please set a good example for others by following these guidelines.

- City regulations dictate that emergency vehicles must be allowed access to the school at all times. No vehicle can be left in the drive unattended.
- Enter the carpool line from the rear of the line. Breaking into line will only cause tempers to flair.
- Private transportation vans (with signage) are the only vehicles allowed to go to the front of the carpool line.
- Do not block driveways.
- Never make a U-turn in the middle of the street.
- To help speed up the drop off process, please prepare your child to exit the vehicle as you approach the drop off area and have them seated on the passenger side of the vehicle.
- If you are walking your child into the school, only cross carpool where an official or staff member can assist you. You must walk your child all the way up to one of the school doors to connect with a staff member on duty or into the classroom.

Communication

The relationship between home and school is a critical component in your child’s success, and communication is the key to this relationship. To facilitate communication, the school relies upon:

- Website
- Skyward Message Center
- School Mailings
- Google Calendar
- Back to School Night
- Parent Coffees
- Parent-Teacher Conferences
- Report Cards
- Emails/Phone Calls
- VSPA Events

The school calendar and announcements are posted on the school website: www.thevillageschool.com

To help avoid viruses, when you send an email to the school, please include your child’s NAME and GRADE LEVEL in the “Subject” line.

It is important that parents check email regularly, as this is the most commonly used form of communication. Teachers are expected to respond to emails from parents within 24 hours.
Conferences

Conferences are scheduled three times a year and are designed for you to discuss strengths and goals specific to your child. While we want parents to have access to teachers, please do not go directly to classrooms for impromptu conferences as this is disruptive to the class. Should you need to speak to a teacher with questions, concerns, or compliments, please email and the teacher will schedule a time to meet with you.

We ask that you follow the sequence below when you have a concern. Our primary goal is to help your child reach his/her fullest potential.

1. Contact the teacher to request a meeting. When emailing, writing a note, or leaving a message, please include a brief description of the subject matter so the teacher will be prepared or a discussion.
2. If you believe the issue needs further discussion, make an appointment to see the Division Director.
3. In the unlikely event that the issue is unresolved, make an appointment to see the Head of School.

Contact Information

It is very important that we can contact you in case of an emergency. Please keep Skyward current. Be sure to update your address, telephone numbers (home, office, and cell), and email addresses. This is very important, as we depend upon having the correct information when sending email and text messages to you about your child.

Dismissal (please also refer to the Carpool section)

Your child should be picked up promptly at dismissal time.

<table>
<thead>
<tr>
<th>Dismissal Time</th>
<th>Carpool Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half day PreK 2 &amp; PreK 3</td>
<td>11:40</td>
</tr>
<tr>
<td>Full day PreK 3 &amp; PreK 4</td>
<td>2:30pm</td>
</tr>
</tbody>
</table>

To ensure the safety and well-being of students, your child will not be permitted to leave the school with anyone other than a designated adult. For any special messages regarding dismissal, please send a note or email to the classroom teacher, or you may call the Finna front desk. Verbal messages cannot be accepted from cars. A person you have designated to pick up your child may be asked to show identification.

To ensure your child’s safety, it is Finna policy that the parent or designated adult be responsible for fastening car seat and seat belt buckles.

Children who are picked up early must be signed out at reception. The receptionist will call the classroom for your child. In order to maintain the smooth flow of instruction and learning, it is important that a parent not go directly to the classroom.
Understanding that unforeseen circumstances occur, should your child not be picked up at the appropriate time, she/he will be supervised by a staff member. The school will charge a “late pick up” fee which will be billed to the student’s account and calculated as follows:

$1 per minute in 5 minute increments:

For 2:35pm carpool, fees will accrue after 3:00 pm

Dropping off Items

Any item delivered to school for a student should be left with reception. Parents are asked not to deliver items to the classroom to limit disruptions.

Extra Clothing

Please be sure that your child has a full set of extra clothing at school each day. Messy projects or the occasional spill or toileting accident do happen! Please label all of your children’s clothing items.

Health and Safety

Health & Safety Policy - The Village School’s objective is to provide a safe and healthy environment for all students and staff members. It is a priority that the school protects against accidental injury, by seeking to ensure that no equipment constitutes a risk to the health and safety of the students. The school will consult with parents on any matters affecting their child’s safety and well-being on campus. Students who become ill or injured will be evaluated and treated by the school nurse. If the student needs to go home, the nurse will contact the parent. Parents must sign out any students leaving the school campus at the main reception desk.

If a student is sent home unwell, or has been home ill (eg: vomiting, diarrhea, fever) they must be symptom free, and fever free without the use of fever reducing medication for 24 hours. Those diagnosed with Strep Throat must remain home for the first 24 hours of antibiotic treatment.

Communicable Diseases - The Village School follows The Center for Disease Control (CDC) and Texas Department of State Health Services Communicable Disease guidelines for student exclusion from class. A student, faculty member, or staff member who has been diagnosed as having a highly infectious disease must notify the nurse and must be excluded from all school activities. Students with a known or suspected communicable illness or fever should return only after symptoms resolve and they are physically ready. Certification of readiness to return to school by a medical professional may be required.

The Village School may from time-to-time change, discontinue or adopt new policies with respect to these matters if it determines medical opinion and other circumstances warrant.

Doctor’s Appointments - All medical and dental appointments should be scheduled after school hours, if possible. Sign out from school is required at the reception desk.

Emergency Information - An Off Campus Waiver be completed on each student prior to starting at the school. It contains very important information for the school should an emergency arise. Should any health or emergency information change during the academic year, the school must be notified.
Should an emergency occur on campus the following actions will be taken:

Shelter-in-Place - All students will remain in their classrooms or be taken to a safe area. All exterior doors will be locked and communication with parents will be carried out via the School Reach system.

Inclement weather – If it is a concern before school commences, parents will be notified via the School Reach system to keep children home. If inclement weather occurs during school hours and time allows, the Early Dismissal Plan will be enacted to ensure a speedy evacuation of the campus. If it is considered unsafe to move students from the campus, the Shelter-in-Place plan will be enacted.

Evacuation - If students need to be evacuated, our meeting point will be shared with parents via the School Reach system.

Health Records - All health & medication forms can be downloaded from the school website.
Each new student, or returning student who has a health condition or a change in health status, must have a completed Student Medical History on file.

To ensure school attendance, students must be fully vaccinated, or completing the required doses of a vaccine series. Documentation of additional immunizations given at any time must always be submitted to the nurse.

Grade appropriate Spinal and Diabetic screenings are completed annually, either by the doctor during a sports physical, or by the nurse at school. Vision and Hearing screening are also done for the following students: all new students, 4 year old students, PreK, Kindergarten, 1st, 3rd, 5th, 7th and 9th grades. The cost of these tests is included in tuition. If a parent wishes for their child to be screened and the student is not in these grades, there will be an additional fee charged.

Healthy Eating Policy - The Village School works hard to provide healthy and nutritious meals for our students, and promotes a culture of healthy and informed eating habits. Our faculty is committed to educating our students on the benefits of healthy eating and exercise, and to leading by example.

Insurance - If a child is injured at school, The Village School insurance will cover the portion of medical costs which is not covered by the parents’ own insurance policy. The claim form is available at the school and must be submitted to the insurance company no later than ninety days from the date of injury. The parent will need to submit proof of charges, along with the Benefit Statement (EOB), showing what the parent’s primary insurance will pay. The insurance company is not affiliated to the school, therefore if you have any concerns or requests relating to the form, please go directly to the insurance company for assistance. Please contact the Business office for any concerns or requests.

Medications - The taking of any medication at school must be arranged through the nurse.

Students are not allowed to bring any medicine to school - Parents must bring medication to the Clinic along with the Medication Form. Prescription medication must be in the original container or prescription bottle. Over-the-counter medications are available at the Clinic and will be given upon request of the student only if a Medication Form is on file and the nurse feels the request is warranted. Other medications that are non-prescription, but are taken on an as-needed basis, may be kept in the Clinic, in the original container and labeled with the student’s name only if a Medication Form is on file. All medication (prescription and over-the-counter) must be taken home at the end of the school year.
An Asthma Action Plan Form must be on file each year for any student needing an inhaler. **All inhalers must be labeled with the student’s name.** The other exception is certain types of emergency medications for allergic reactions. If your child has a severe allergy and requires an EpiPen at school, an Allergy Action Plan Form must be on file each year. If your child is diabetic requiring medication, a Diabetic Management Plan Form must be on file each year. If your child has a special health need, please consult with the school nurse.

When medication is given, procedures, as stated in the Texas Department of Human Resources Code, must be strictly adhered to. These procedures include:

1. A written order for the medicine signed by a doctor licensed to practice medicine in the U.S. may be required. Further discussion with the school nurse is necessary prior to administration of the prescription. We cannot accept a stamp but can accept a fax.
2. A pharmacy label on the bottle.
3. Medication must be manufactured in the United States.
4. Signed parental permission form.

Note: If samples of medication are provided by the doctor, we require the written prescription on the doctor’s prescription form to accompany the sample medication.

**Return to School After an Illness or Injury** - Students who have been absent for more than three consecutive days may need to have a physician’s note stating they are ‘fit to return to school’. Communication with the nurse is important in order to assess the need for contact with the physician.

Any student who returns to school accompanied with a physician’s note after an illness or injury must turn a copy in to the nurse. Any specific instructions re: child’s health or safety at school per a physician or parent (verbal/written) needs to be addressed directly to the nurse when the child returns to school. This will enable the nurses to ensure the safety and well-being of every student at The Village School.

**Hours of Operation**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors open</td>
<td>8:15 am</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Pre K-2 &amp; Half Day Pre K-3</td>
<td>8:30 am-11:40 am</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Full Day Pre K-3 &amp; Pre K-4</td>
<td>8:30 am-2:30pm</td>
<td>Monday - Friday</td>
</tr>
</tbody>
</table>

**Lost and Found**

Please make sure all personal items are labeled with student’s first and last names. Valuable items turned into lost and found, such as jewelry, purses, glasses, watches, etc. are kept in a safe place at the front desk. Labeling all of your child’s items will help us return them safe and sound!

**Lunch**

Children may either eat a hot school lunch or bring lunch from home. Our provider FLIK prepares nutritious meals with fresh ingredients. Please submit a dining program enrollment form. A monthly menu and payment information is available on-line.
Lunches from home should always contain everything needed for a child to enjoy them – napkin, spoon or fork, straw, etc. Please be sure to label your child’s containers and lunchbox.

**School Records and Reports to Professionals**

When a child is transferring to another school, the parent must sign a release for that school before the office will release records. Notice should be given to the office at least two days prior to the student’s withdrawal in order that records may be prepared.

Any teacher recommendation forms or letters regarding a transferring child, or data being sent to outside professionals must be mailed or faxed from The Village School office to the other school. No recommendations will be given directly to the parent or hand delivered to another school. Please allow at least one week for any recommendations or record requests.

All school accounts, including tuition, library, cafeteria, or any damage to school property, etc. must be cleared before student records or report cards will be released.

**Security**

Creating a safe and secure environment for all students and staff is a priority at The Village School. Safety and security are the responsibility of all members of the community. All exterior doors remain locked at all times. A security guard is stationed in the Finna reception area during program hours. Visitors will be asked to provide a driver’s license, which will be scanned in the Raptor security system before a visitor tag issued.

**Sleep**

Preschool aged children need 10-12 hours of sleep every night to be at their best during the school day. Watching TV close to bedtime has been associated with bedtime resistance, difficulty falling asleep, anxiety around sleep and sleeping fewer hours.

Sleep problems and disorders are prevalent at this age. Poor or inadequate sleep can lead to mood swings, behavioral problems and cognitive problems that impact on their ability to learn in school.

*Sleep Tips for Preschool Children*

- Emphasize need for regular and consistent sleep schedule and bedtime routine
- Make child’s bedroom conducive to sleep – dark, cool and quiet
- Keep TV and computers out of the bedroom
- Avoid caffeine

**Spirit Dress Days**

Spirit dress days are the first Friday of each month. On this day students may wear:

- Any Village School t-shirt or shirt purchased at the Campus Store with regular uniform bottoms.
- Please do not consider spirit days as an “alternative dress day.” Regular uniforms should work if students choose not to wear a Village spirit shirt.
Uniforms
All students are required to wear a Village School uniform. Uniforms are available for purchase through Dennis Uniforms. Items can be ordered online at www.dennisuniform.com or by visiting their store at Westchase Shopping Center, 2687 Wilcrest Unit L07, Houston, Texas 77042. Please label everything!

**Girls**
Jersey polo dress (navy)
Polo (short sleeve) (white or navy)
Polo (long sleeve) (white or navy)
Pants (pull on-Khaki Twill)
Walking shorts (pull on-Khaki Twill)
Cardigan/Fleece (navy)
Shoes—black or white tennis shoes **Required**
Socks—white or black **Required**

**Optional**
Accessories
Sun Hat

Plaid jumpers with white shirt will also be acceptable for 2015-2016.

**Boys**
Polo (short sleeve) (white or navy)
Polo (long sleeve) (white or navy)
Pants (pull on-Khaki Twill)
Walking shorts (pull on-Khaki Twill)
Cardigan/Fleece (navy)
Shoes—black or white tennis shoes **Required**
Socks—white or black **Required**

**Optional**
Accessories
Sun Hat
Visitors/Volunteers

Anyone visiting or conducting business in the school must present a valid driver’s license at reception. The license is scanned by the receptionist using the Raptor software. It views the license information – name, date of birth, and photo – for comparison with a national database of registered sex offenders. If there are no matches, the system prints a visitor’s badge with the driver’s license photo, check-in-time, and destination, and the visitor is granted permission to enter. If a match occurs, the system immediately alerts school administration and the visitor is denied school access. No data will be shared with any outside company or organization. This system helps us better secure our campus and assists in keeping track of visitors and identifying visitors in our hallways.
FINNA PARENT HANDBOOK ACKNOWLEDGEMENT
2015-2016

We, the undersigned, have read the parent/student handbook and understand the rules and standards set forth in this booklet. By signing, we are indicating that we agree to uphold in practice and in spirit the terms of all Village School policies.

Student Name: __________________________________________

____________________________________________________

Parent Signature

DATE

____________________________________________________

Parent Signature

DATE

Please return this signed form to Finna reception.
Thank you for your support.