



# City Garden

## SCHOOL

### 2017-2018 Parent Handbook

Calvary Episcopal Church  
123 S. 9<sup>th</sup> St, Columbia, MO 65201  
573-355-4031

#### Mission Statement:

*City Garden School educates children in a method inspired by Waldorf pedagogy, which nurtures and develops the child's senses, allows children to discover who they are, and supports each child's creative capacities.*

*We honor the development of each child by bringing age appropriate, multi-sensory materials in all subjects to them. We teach an intellectually rich curriculum that inspires creativity and self discovery.*

## City Garden School Academic Calendar 2017-2018

**Tuition and Tuition Contribution Hours are due on the 1st of each month.**

### July

Monday, July 1st - First Month's Tuition Due

### August

Tuesday, August 8th - Parent Orientation - 5:30pm - 7:30pm

Friday, August 11th - Student Drop-In - 4pm - 5pm

Potluck at Stephens Lake - 5:15pm

Tuesday, August 15th - First Day of School

Monday, August 21st - Solar Eclipse - NO SCHOOL

### September

Monday, September 4th - Labor Day - NO SCHOOL

Thursday, September 21st - Parent Enrichment Night and Meeting - 5:30pm to 7:00pm

Saturday, September 30th - Michaelmas Festival - 10am to 12pm (Rain date Oct. 1)

### October

Friday, October 13th - City Garden Camp-Out at Rockbridge State Park Group Campsite

Thursday, October 26th - **Why City Garden? - Open House Presentation - 6pm - 7pm**

Monday, October 30th - Parent Teacher Conferences - NO SCHOOL

### November

Friday, November 10th - Lantern Walk Festival - 5:30pm (Rain date Nov. 17)

Thursday, November 16th - Parent Enrichment Night Grades 1 & 2 - 5:30pm to 6:30pm

Monday - Friday, November 20 - 24th - Thanksgiving Break - NO SCHOOL

### December

Friday, December 1st - CoMo Gives Fundraiser Begins

Tuesday, December 5th - Parent Meeting - 5:30pm - 6:15pm

Saturday, December 9th - **Open House - 10am - 12pm**

Friday, December 15th - Caroling & Gifting Room. Holiday Party Potluck at 1pm.

Monday, December 18th - Friday, January 5, 2018 - Winter Break - NO SCHOOL

### January

Monday, January 8th - School Resumes

Thursday, January 11th - **Why City Garden? - Open House Presentation - 6pm - 7pm**

Monday, January 15th - MLK Day - NO SCHOOL

Friday, January 19th - Winter Spiral at Peace Park - 5:30pm (Rain date Jan. 26)

## **February**

Thursday, February 1st - **Open House - 3pm to 5pm**

Friday, February 16th - Parent Teacher Conferences - NO SCHOOL

Monday, February 19th - President's Day - NO SCHOOL

## **March**

Saturday, March 10th - Tales from the Garden Cake Fundraiser - Sager Braudis Gallery - 6:00pm - 8:00pm

Saturday, March 17th - **Open House - 1:00pm - 3:00pm**

Monday, March 26, 2018 - Friday, March 30, 2018 - Spring Break - NO SCHOOL

## **April**

Tuesday, April 10th - Spring Showcase - 5:30pm - 6:30pm - Parent Meeting- 6:30pm - 7:00pm

Friday, April 20th - School Play and Bake Sale to benefit CCUA - 6pm

Friday, April 27th - NO SCHOOL

## **May**

Friday, May 4th - May Day Festival at Stewart Park at 5:30pm (Rain date on May 5)

Friday, May 18th - Last Day of School - Year End Party & Potluck at 5:30pm

## **Structure of City Garden Grade School**

City Garden School is a 501c3 tax exempt non-profit organization. It is run by a Board of Directors who follow a set of Bylaws to plan and maintain what is best for the school.

### **Board of Directors**

The Board of Directors are the owners and operators of City Garden School. They create and operate the budget, plan the fundraising and event calendar for the year, hire employees, oversee all operations, make final decisions for policies and procedures of the school, and are responsible and liable for the school, its members and participants. The Board of Directors serves as the head of City Garden School. There are currently four board members: President, Neeley Current; Vice President, Abe Wilks; Treasurer, Laura Hockett; and Secretary, Karen Shortt-Stout.

### **Director**

The Director of City Garden School is hired by the Board of Directors and is responsible for the pedagogical direction of all curriculum, subjects, partnerships, activities, lessons, and events of the school. She oversees other teachers of the school, acts as liason between the Board of Directors and the teachers, and reports to the Board of Directors all school happenings, state of school affairs, parent relations, and classroom standing. The current Director is Nicole Knapp-Weber.

### **Teachers**

Teachers of City Garden School are hired by the Board of Directors and the Director to create curriculum, lesson plans, activities, projects, and daily experiences for their students. They help plan school events and festivals and serve as the heart of City Garden School. Tory Kassabaum teaches 3rd, 4th, and 5th grades and Nicole Knapp-Weber teaches 1<sup>st</sup> and 2<sup>nd</sup> grades. Our Support Teacher, blankety blank, teaches Cooperative Games and a host of other lessons. Ginna Salaman-Sanchez teaches Spanish to all grades. To protect students, background checks are performed on current and prospective teachers, non-parent volunteers and substitute teachers.

### **Parent Support Areas**

Parents and family members of enrolled students work with teachers, staff, and the Board of Directors to serve as the supportive hands of our school. This system of support is organized and achieved through Parent Support Areas.

The Parent Support Areas are fundamental in nurturing and sustaining the school and include but are not limited to:

- Becoming familiar with the philosophy of Waldorf education
- Identifying areas you can contribute your service and expertise
- Being an active member and/or chair on committees

- Attending social events (open houses, parent meetings, festivals, fundraisers)
- Volunteering to help in classrooms, on outdoor days, with festivals, etc.
- Financial support

Volunteer endeavors are a vital asset to our unique, interdependent school structure. The City Garden community is created and sustained by the teachers and parents of our students. By being an active participant in our school, we create a vibrant, stable, and rewarding environment for our children and their families. Therefore it is imperative that each family contributes time and energy regularly to support City Garden School activities. Commitments to our Parent Support Areas are also the main outlet for parents to complete Tuition Contribution Hours towards their tuition commitment.

Each Parent Support area shall have at least one “Chair,” who is responsible for managing and accomplishing duties in that area, as well as finding other volunteers to help them if needed.

Teachers, or the Board, will be involved in conveying what tasks need to be completed, either by allocating the task to someone committed to that Parent Support Area or by requesting openly of any parent volunteer.

### **Parent Support Areas:**

#### **Administrative Support Area**

Manage the wide range of administrative and and graphic design tasks for the school. Responsibilities include graphic design work and website editing and updating. It is also the committee that will help research and plan a path for accreditation. Descriptions of these duties are below.

#### **Graphic Design Work**

1. Design Open House flyers that list dates for all our Open Houses and have the design coordinate with all other City Garden School outreach materials.
2. Design Tales from the Garden flyer that includes a digitized graphic of a colored pencil drawing, sponsor logos, and all other information about the event.
3. Design tickets, thank you cards, and all other items needed for Tales from the Garden fundraiser.
4. Design any other promotional materials needed by the school that coordinates with outreach materials.

#### **Website Updating/Editing**

1. Edits simple text updates on WordPress website.
2. Designs new pages and tabs for new content. Inserts new photos.
3. Checks the reach of the website and helps enable our page to be seen by more people.

4. Helps with any and all other areas of website updates.

#### **Accreditation**

1. Helps compile all needed documents, policies, and paperwork for accreditation.
2. Helps identify and create needed policies for City Garden School.

### **Outreach and Event Planning Support Area**

Cultivate and maintain our presence in the community through publicity, events in the community, open-houses/enrichment nights; also mindful of recruitment efforts.

Descriptions of these duties are below.

#### **Distribution of Publicity Materials**

1. Distribute flyers to parents to hang in designated businesses around Columbia.
2. Hang flyers to ensure all areas have postings.
3. Help with social media advertising.

#### **Advertising**

1. Seek unpaid advertising for the school.
2. Press releases for City Garden events.

#### **Open House Assistance                      2 hours for each Open House**

1. Come to Open Houses to talk with prospective families about your experience at CG.

#### **Farmer's Market Booths                      4 - 5 hours each day**

1. Coordinate a kids activity for the Farmer's Market informational booth.
2. Bring display board, brochures, table, and craft materials to Farmer's Market from 8am to 12pm on designated days. Share information about City Garden.

### **Staff and Classroom Support Area**

Supports our teachers directly with the work they do in the classroom and on outdoor days, both working with children and general housekeeping tasks. Also helps coordinate handwork evenings and festivals for our school. Descriptions of these duties are below.

#### **Outdoor Friday Assistance                      6.5 hours each day**

1. Use your personal vehicle to drive students to and from Outdoor Friday location and assist all day on the field trip. Parents maintain calm and relative low noise level in the vehicle for safety purposes, including turning off the radio so that students can talk with each other.
2. Parents lead by example and follow the teachers' lead. Redirect children when needed.
3. Upon finding a place for children to play, place yourself in an area where there is not already an adult and supervise children in forest or creek play.
4. Limit adult conversations, especially those that are inappropriate for little ears.
5. Please no cell phone usage unless you take a few pictures.
6. Enjoy the time outdoors!

### **Classroom Assistance**

1. We love help in the classroom! If you want to come in regularly we'd ask that the first time be for observation rather than getting involved right away.
2. Let teachers know when you are available and coordinate with the teacher at least 2 to 3 days ahead of time.
3. If you have something to offer students, let the teachers know and we'll help coordinate a visit.
4. Areas we love assistance are handwork, painting, reading time in 1st and 2nd, recess, and lunch.

### **Play Performance Assistance      Approximately 1 - 4 hours**

1. Help coordinate a bake sale at the performance to benefit Columbia Center for Urban Agriculture.
2. Help assemble costumes.
3. Help with minor set construction or assembling large pieces of cardboard.

### **Classroom Cleaning      Approximately 1 - 3 hours**

1. All 3 classrooms and 1 bathroom need to be cleaned at the end of each week - Thursday or Friday afternoon. Coordinate with teachers at the beginning of the week which day works best for you.
2. Spray and wipe down all surfaces.
3. Vacuum all floors.
4. Clean out oil diffusers and leave to dry.
5. Wash chalkboards according to teacher's instructions.
6. Tidy up if needed.
7. Empty trash cans and recycling bins in alley dumpsters.

### **Lunch Room Clean-Up      15 minutes/day**

1. Sweep under and around lunch tables.
2. Help move tables and put away.

### **Laundry for School      Approximately 1 hour**

1. Take home laundry on Thursday or Friday afternoons and return on Monday morning for school.

### **Handwork Evenings**

1. Help teachers plan a handwork craft and assemble materials for a Parent Enrichment evening.
2. Help lead the craft at the meeting.

### **Classroom Maintenance/Carpentry**

1. Repair classroom furniture, paint classrooms, build new furniture, maintain furniture and oil or sand as needed.

## **Fundraising Support Area**

City Garden School's growth and sustainability is dependent upon the ongoing financial support and volunteer work of the parents. Tuition, while the main source of our income,

does not cover all of the operating cost; therefore fundraising and donations are essential to the economic stability and health of City Garden School. We strongly encourage parents to volunteer to help with at least one fundraising event each school year.

**School Photography** - Each year we have been gifted with the generosity of a parent with photography skills to take our school photos. We have individual photos, sibling photos, and a big group photo. Photography includes:

1. Taking photos during one of our recess times outdoors in Peace Park
2. Sending the photos to a photo lab to be printed, quantity and sizes based upon the school photo form that the parent filled out. The school pays for the processing.
3. Picking up the photos and checking that all was developed properly.
4. Assembling photo packets in manilla envelopes for families.

**CoMo Gives** - We participate in the Community Foundation's CoMo Gives fundraiser in the month of December, which is an online giving campaign for non-profit organizations of Columbia. We send an ask to our extended families and network in Columbia, promote the campaign on social media, and distribute brochures around the city.

1. Write a letter about what City Garden School means to your family and why people should give to our school. This letter can be emailed to all of our families as an example or as their own letter in which they can fill in their names. This letter would get sent out to the community and to extended family.
2. Label, insert letters, and distribute CoMo Gives brochures.
3. Promote on social media.

**Tales From the Garden** - This is a spring gala held on March 10, 2018 at the Sager Braudis Gallery. It is a cake contest where local bakeries compete to see whose cake is best tasting, most creative, and then attendees vote on the people's choice award for best cake. There is food, drink, and music. It is a very fun event and is our largest fundraiser. We will need help from every Parent Support Area to hold this event! We need six people to organize the event. Five of these people will meet at least once a month with Nicole Knapp-Weber and Catherine Dougherty to plan the event. More meetings will be needed as the event nears.

The six people are responsible for the following:

1. **Catering** - This fundraiser acquires a caterer and maintains communication with them about food offerings, cost, and pick-up. This person also acquires wine and beer donations and grocery store donations for food. **Approximately 25 hours**
2. **Cakes** - This fundraiser acquires bakeries or individuals to commit to baking a cake for the event and also communicates theme, guidelines, and expectations for the cakes. The cake person will also ensure that bakers know where and when to deliver cakes and serve them at the event. **Approximately 25 hours**
3. **Volunteer Coordinator** - This fundraiser ensures that music, a PA system and microphone, a cake judge, prizes for winning bakers, picture framing donations for student art, and a photographer are acquired for the event as well as other odds and

ends needed. Closer to the event the volunteer coordinator will get parents to sign up for set-up and clean-up as well as other tasks that need accomplished.

**Approximately 25 hours**

4. **Silent Auction** - Two People - The silent auction team will lead the effort in acquiring donations for the silent auction, cataloguing, labeling, and setting bids for these items, organizing the silent auction online as well as at the event.

**Approximately 25 hours**

5. **Publicity and Design** - A graphic designer from the Administrative Support Area will help produce fliers, tickets, and all other needed media for the event.

**Tuition Contribution Hours (for tuition commitment)**

Parents or family members can commit to one or more Parent Support Areas at a level of involvement that fits with their needs and lifestyle. Committee tasks vary widely and many of the responsibilities can be completed at the volunteer’s own convenience.

Tuition Contribution Hours will mostly arise from Parent Support Areas, but almost any volunteer undertaking for school purposes, performed by an adult, can count towards Tuition Contribution Hours, provided it is not for personal/professional benefit otherwise. An example of a personal or professional benefit might be if a parent is being paid for substituting or if your family attends a school festival or activity. Questions about what counts as Tuition Contribution Hours can be directed towards the board. Below is a general summary of what counts and what does not.

<u>Activity</u>	<u>For Tuition Hours</u>	<u>For Personal Benefit</u>
Outdoor Friday	x	
Cleaning the lunchroom	x	
Organizing meeting for a fundraiser	x	
Preparation for and attendance of school campout		x
Attending the MayPole festival		x
Helping at a school fundraiser	x	

Many volunteer opportunities at City Garden School that count for tuition contribution hours can also benefit your family, for it certainly benefits your child when you are actively engaged in their school! However, the chart above tries to make a distinction between what counts and what does not for tuition contribution hours.

If one or both parents attend a **Parent Enrichment evening, you may count one hour total** for the meeting. This is our effort to try to get all families at these important meetings, where you learn about what your child is doing at school!

Families will be set up with a Google Spreadsheet that makes it easy to record your Tuition Contribution Hours for tuition commitment. Please fill out the spreadsheet with a simple log of hours on the first of each month. If you do not want to do this electronically, we will have paper forms as well. Please record the date, amount of time, and the volunteer activity (which has a drop down menu of categories for you to choose), which will be catalogued by the school. A detailed explanation of the tuition hour contribution system will be described at the Parent Orientation.

**All tuition contribution hours are due by July 1, 2018 for this school year. If hours are not completed by this date, your family will be charged \$15/hour for all hours incomplete.** We trust that families will earnestly try to complete all of their tuition hours and will log their hours with utmost fortitude. The Tuition Contribution Hours Program is meant to be a generous arm of City Garden School, that gives many families the opportunity to send their children to our school. What we lose in tuition income through this program, we gain in many helping hands that take the place of hired employees. You will find that there are many opportunities to contribute time to our growing school! It is best to keep up with your commitment monthly, so that you do not fall far behind. Most families find that the hours build up quickly!

### **Parent Enrichment Nights**

Teachers at City Garden School want you to be involved with your child's education. It is one of the single most important factors in student success. At Parent Enrichment nights, teachers present the curriculum your child is learning and the Waldorf inspired philosophy behind why we teach these subjects at certain developmental places. Teachers also show student work and lead parents through some of the activities from the classroom. Because we want your child to succeed at school, **it is required that one parent from each family attend these nights. Mark your calendars with the dates of these nights in the beginning of the year, and plan to attend!** If you cannot make it, please send a written notice to your child's teacher at least 2 to 3 days before the Enrichment night.

### **Tuition**

**Tuition is due on the first of each month.** Parents can place tuition checks in the folder behind Ms. Kassabaum's door, they can be mailed to school, or they can be put in our mailbox in the church office. Tuition checks will be deposited by the 6th of each month. If your tuition is not turned in by the 20th of the month, you will incur a \$20 late fee due with your next month's tuition.

### **Communications**

It is important to keep communication active among teachers and parents in order to give your child the best experience at City Garden School. Teachers can be reached through email and phone and always welcome your thoughts. Please always feel free to talk to a teacher, board member, or fellow parent as questions or concerns arise. Information about

events as well as what the children are doing in the classroom will be sent via email and will also be disseminated during morning drop-off and pick-up. **If email is a poor way of communicating with you, please let the teachers know and they will print out emails to give to you.**

## **Conflict Resolution Process For Employees and Parents**

Conflict inevitably arises between individuals and groups. It can present an opportunity for growth and change. Conflict itself is not unhealthy, but when conflict is not resolved, it undermines healthy working relationships. Please take time to work through conflict towards resolution. If you or someone you know is in conflict, we encourage you to take the following steps.

1. When you feel you are in conflict with another person or group—approach that person or group first and seek resolution. *When meeting with a group, you may wish to take a support person with you.*
  - a. **If the conflict involves a classroom situation, a difficulty with a teacher, or other pedagogical issues, you should speak with the teacher concerned.**
    - i. If you do not feel there is resolution, then you should take the issue to the Board of Directors, either in writing or in person.
  - b. **If the conflict involves a financial situation, a difficulty with a staff member, or other administrative issues, you should speak with the staff person involved.**
    - i. If you do not feel there is resolution, you should take the issue to a different person on the Board of Directors (if the person you are in conflict with is on the Board of Directors), either in writing or in person.
  - c. **If the conflict involves issues that you have with a group within the school, you should meet with the group.** You may wish to seek a support person to go with you.
    - i. If you do not feel there is resolution, you should take the issue to the Board of Directors, or if the group you are in conflict with is the Board of Directors, take the issue to the Director of City Garden or to a teacher.
  - d. **If you do not feel there is a resolution with all of the steps above, you may set up a meeting with the person or group in which you have had a**

**conflict with and our conflict liason, Ben Schartman. (Contact info 314-324-0739)**

In all cases, we will try to resolve our conflicts using the Steps to Positive Communication outlined below.

**Steps to Positive Communication**

Positive, direct communication helps solve problems and builds honest, respectful relationships between people. The following suggestions may help in promoting better communication when talking to others about differences or trying to resolve conflict:

1. **TALK DIRECTLY.** Assuming that there is no threat of violence, talk directly to the person with whom you have the problem. Direct conversation is much more effective than sending a letter, banging on the wall, throwing a rock, or complaining to everyone else.
2. **CHOOSE A GOOD TIME.** Plan a time when the other party is available and there is enough time to talk without interruption. Do not try to talk about a conflict just as the other is leaving for work, after you have had a terrible day, or in front of other people. Do not try to talk with teachers right before a class. Try to talk in a quiet place where both are comfortable and you can be undisturbed for as long as the discussion takes.
3. **PLAN AHEAD.** Think ahead about what you want to say and what you would like to have happen. If it helps, makes notes for yourself about what points you would like to make. State clearly what the problem is and how it affects you. Have an open mind about the outcome, but be clear about your thoughts and feelings.
4. **DON'T BLAME OR CALL NAMES.** Try not to put blame for the problem on the other person. Antagonizing by calling names only makes it harder for the person to hear you. Keep the discussion respectful and work toward each taking responsibility for their part in the problem.
5. **GIVE INFORMATION.** Help the other person to understand your experience with the problem and what you see happening. Talk from your viewpoint rather than interpreting their behavior. "You are making noise on purpose to get back at me!" is not as effective as "When you make noise late at night, I can't sleep."
6. **LISTEN.** Relax and do your best to listen to the other. Try to focus on what is being said rather than on what you will say next. Both people should have a chance to be heard. Talk one at a time and give the other a chance to tell his/her story completely. Try to hear not only what the person *thinks* but also what they *feel* about the situation.

7. LET THE OTHER KNOW YOU ARE LISTENING. Although you may not agree with what is being said, it is important to show respect for others' opinions, ideas and feelings. If you do not understand what they are saying, ask questions. Repeat the main points back to them to make sure you are hearing them correctly.
8. TALK IT ALL THROUGH. Once you begin to discuss the issues, try to get all the information and feelings out in the open. Include even the most "difficult" issues and those that might seem "insignificant." Agreements between people work best when all issues are discussed openly so that any solution resolves the matter completely.
9. FIX THE PROBLEM, NOT THE BLAME. After each person has had a chance to talk about their concerns, work on resolving the issues together. Work on a solution that best meets everyone's needs. Two or more people cooperating on a solution is more effective than one person asking the other to change. Be as specific as possible. "I will turn my music off at midnight" is better than a vague "I won't play loud music anymore."
10. FOLLOW THROUGH. Talk about what it means to keep the agreement and what will happen if one person does not follow through with the decision. Agree to check with each other about whether the agreement is working to resolve the matter. *Change does not occur overnight.* Show the other person that you are willing to keep your end of the bargain and give them a chance to do the same. Agree on a realistic timeframe and talk in the future to see if any changes to the agreement are necessary.

*Adapted from "How to Resolve Conflicts" from Community Boards of San Francisco, CA.*

## **Daily Schedule 2017-2018**

Fridays are outdoor days. If weather is terrible, we will stay at the school. Plans will be communicated through email. Drop off and Pick up will be the same on Fridays unless otherwise communicated. **Please drop off your child in the normal drop off area on Fridays, as this helps the church parking lot remain clear.**

### **Monday –Thursday Schedule:**

8:20am - Welcome the children and Morning activities

Activities include circle, beanbags, or Bal-a-Vis X

8:40am - Main Lesson

10:20am - Bathroom break, snack, recess

11:25am - Reading Time (Mon/Tues/Wed/Thurs for Grades 1 & 2)

Spanish (Tues/Thurs for Grades 3, 4 & 5)

Extra lesson (Mon/Wed for Grades 3, 4 & 5)

12:10pm - Spanish (Tues/Thurs for Grades 1 & 2)

Extra lesson (Tues/Thurs for Grades 3, 4 & 5)

Handwork (Mon/Wed All Grades)

12:50pm - Bathroom break and Lunch

1:20pm - Clean up lunch room

1:30pm - Cooperative Games (Mon for Grades 1 & 2, Tues for Grades 3, 4, & 5, Wed for All Grades)

Recess for Grades 1 & 2 on Tues

Extra art lesson for Grades 3, 4, & 5 on Mon

2:20pm - 2:30pm - Pick-up

*Staff meetings will be on Thursday afternoons at 1:45. School will end at 1:30pm on Thursdays to allow for a staff meeting.*

## General Procedures and Policies

**Forms Required for Enrollment are in *Italics*. Please mail all remaining forms to the address below. Forms are found at the end of the Parent Handbook.**

1. ***Application*** - Already completed
2. ***Medical Release Form*** - At end of packet
3. ***Tuition Agreement (completed with a Board Member)*** - Already completed
4. ***Liability Waiver*** - At end of packet
5. ***Permission Slip*** - At end of packet
6. ***Photo Release (Optional)*** - At end of packet
7. ***Immunization Record*** - For you to acquire

All parents must turn in an up to date immunization record for their child or an immunization exemption form. If you turned this in previously, we only need record of new immunizations.

· **Record of immunizations (effective with 2015-16 school year)**

- Bring an immunization record from a physician or public health agency.
- Month/day/year is required for all immunization dates.
- Missouri law requires proper immunizations for children to enroll in or attend school.
- Immunizations for polio, DPT, measles, mumps, and rubella (MMR) and hepatitis B are required.
- In addition, varicella vaccine(s) or proof of disease (chickenpox) is required for students entering grades kindergarten through 8.  
For students in grades kindergarten through 4, proof of disease must be a signed note from the health care provider with the month and year of the disease.

\*\*If your child is not up to date on their vaccinations, we need a Religious Exemption form. The forms are available from the Health Department (Worley & West Blvd) or you can order them from the Department of Health and Senior Services. There is a link here to order: <http://health.mo.gov/living/wellness/immunizations/orderform.php>

**\*\*Above forms are located at the end of the parent handbook and must be turned in with an Immunization Record by August 1, 2017 to the school, mailed to:**

City Garden School  
c/o Calvary Episcopal Church  
123 S. 9th St  
Columbia, MO 65201

## **Success at School Each Day**

Your child will be very successful at school if she comes prepared every day. This includes a good night's rest, healthy meals, time to relax, and consistent rhythm and routine at home.

The routine of school can be made easy with a well-organized plan. If your family struggles in this area, the following ideas may be helpful:

First, include your child in this plan every day so that they help contribute in a positive way to your family. On Sunday evening, help your child get ready for the week by placing all needed items in a consistent, easy to access area of your home. *For example, backpacks hang by the back door, shoes are always in the garage, hats are near the backpacks.*

Children like routine and will begin to place items where they belong. Teachers recommend that students help pack their lunches daily. Whether your family does this the night before during dinner preparation or in the morning during breakfast preparation, make it a consistent routine. Packing lunches gives students a sense of contributing to their own welfare and it also shows them just how much work goes into taking care of themselves each day. It helps create capable, independent children.

After school, all items your child brings home can go right to those specific locations where they belong. For first and second grade students, parents will need to help with this for awhile, but older students are certainly capable of doing all of this on their own. Parents will find that this creates a bit of extra work in the first few weeks of the school year, but setting up the routine and sticking with it will give parents more time in the future.

## **Mornings before School**

What happens in school can be affected by how the day begins for your child. Keeping the mornings consistent and providing a balanced, protein-filled breakfast will help to ready a child for a day of learning and activity. Children should be dressed for the weather and kept warm on cold days. Children should arrive with a full night's sleep, a warm body, and a full belly. Also, **please make sure that your child arrives on time for school.** This sets your child up for successful learning. Tardiness is distracting to the entire class and often makes for a rough start to the school day.

**We ask that children not be exposed to television, computers, iPads, any screens, or any other media in the mornings before school.** This includes radio, especially very loud music or news and talk radio like NPR. If your family has a tradition of listening to music together in the mornings and it is part of what you love to do together, just make sure the music is calming and not harsh to the child's senses. Remember they cannot tune out sound like we have learned to.

We want students to come to school fresh, open, and ready to learn and we believe that this media policy before school gives our students a better chance to receive all we have to offer them. If you have questions about the reasoning behind this policy, please ask a teacher or

explore the Resources page of our website for articles about the effects of technology on our youth.

### **Dress Code**

1. Any designs on clothing, backpacks, or lunchboxes should be non-distracting and non-commercial (i.e., no media characters, large logos, or offensive/aggressive language).
2. Clothing should fit comfortably—not excessively loose/baggy nor skin tight (leggings are acceptable with long shirt, skirt, or dress over them).
3. Hair should be neat and out of eyes, non-distracting. A teacher may request that hair be pulled back or trimmed.
4. Shirts worn right side out. No exposed midriff, cleavage, or undergarments. Tank tops must have a shoulder width of 2”. Shirts must be long enough to cover the belly with raised arms.
5. All clothing should be hemmed; no cut-offs, torn clothing or frayed edges.
6. Hats off in the building.
7. No make-up or cosmetics. Stud earrings permitted, no dangling earrings or other body piercing. Light colored nail polish is alright if it is not distracting to the student or others. Lightly and partially dyed hair is also accepted as long as it is not distracting.
8. Functional, comfortable shoes for walking distances and playing actively - No flip-flops.
9. The following items are not allowed: athletic uniforms, military fatigues, high heels or platform shoes, open-backed sandals or shoes (with the exception of slip-on indoor shoes & slippers), chains with the exception of fine jewelry, watches that beep in class.

### **Children’s Needs for Each Day at School**

\*Each child needs to bring a full water bottle and packed lunch. A balanced, healthy lunch will provide the sustenance their growing bodies need. Please keep soda, candy, and very processed food items at home. (For special occasions, treats for a birthday or other celebration may be arranged ahead of time with the teacher).

\*Each child needs to pack a healthy snack for mid-morning. Fruits, vegetables, cheese or nuts, for example, are preferred to very sugary foods. This fuels their brains for the rest of the day!

\*Each child needs to be appropriately dressed for the weather. Unless it is pouring, lightning or thundering, we will go outside to Peace Park. In the winter, snow pants, coats, warm winter hats, waterproof gloves and snow boots are needed. On rainy days, rain boots and raincoats are important.

\*Each child needs to keep an extra change clothes at school in case of accidents.

\*Backpacks are necessary to carry lunches, water bottles, extra clothes, extra layers, school work, etc.

\*During the cooler months, we drink warm tea. If your child would like tea, please provide a teacup or mug. Your child may also bring caffeine-free tea to have and share.

\*Simple, non-distracting, solid colored house shoes, slippers, or easy slip-on shoes (like crocs or something similar) are necessary for our bathroom breaks. We take off our shoes in the classroom but need something to protect our feet when we go to the bathroom. These also help in the cold winter months to keep the children's feet warm.

### **Children's Needs for Outdoor Days**

\*Backpack –Appropriately sized and comfortable to carry belongings throughout the day

\*Water bottle (with enough water to last through the day)

\*Snack

\*Lunch

\*Footwear: Water-shoes/sandals in warm months; warm, waterproof boots in cold months

\*Change of clothes inside a plastic bag

\*Sunscreen and bug spray already applied

\*Swimsuit for wading and playing in shallow water (teacher will notify parents of these trips)

\*Optional: Wide-brimmed hat in sunny weather; Snow-pants as “mud pants” when it is cool and muddy; old hand-towel or very small towel, for drying off, wiping hands, etc

\*The teacher carries extra bug spray along with a first aid kit.

## School Supplies

Each year, the Director coordinates a bulk order of school supplies needed for everyone with our school discount. **The only supplies you need to acquire are the bold items.** The bulk order cuts down on cost for everyone. We ask that you reimburse the school for the items your child needs. Prices below include shipping costs. Here is what each child will need:

### First Grade:

- A full set of Filana Beeswax Crayons. A full set includes: stick crayons and block crayons. (\$23)
- A Choro Pentatonic Flute - (\$70)

### Second Grade:

- First grade supplies
- Package of Lyra Super Ferby - Waldorf Assortment Colored Pencils (\$13)

### Third Grade

- First and Second grade supplies
- **At least 10 regular graphite pencils**
- Yamaha Soprano Recorder - (\$20)
- Double-holed Pencil sharpener - (\$3.50)

### Fourth Grade

- First, Second, and Third Grade Supplies
- Package of Lyra Skin Tone Colored Pencils - (\$23)
- Yamaha Soprano Recorder - (\$20)
- At least 10 regular graphite pencils**

### Fifth Grade

- First, Second, Third and Fourth Grade Supplies
- New for 2017-2018 school year is the Yamaha Soprano Recorder - (\$20)
- **At least 10 regular graphite pencils**

## Drop-off and Pick-Up Procedures

Drop-off each morning and pick-up in the afternoon is located at the end of the driveway on the south side of Calvary Episcopal Church on Locust Street. (Just to the east of Cafe Poland) Drop-off period will be from 8:10am – 8:20am. Pick-up will be from 2:20pm - 2:30pm. **When dropping off or picking up** - please drive west on Locust as indicated by the arrows in the picture below. Pull up to the curb where the yellow box is.



The teacher will open the door and receive your child from the car. Once the child is out safely, please pull away to make room for the next drop off. If you arrive late for drop-off in the morning, you must park on the street or in the lot and deliver your child up to their classroom. Please do not have children run to the classroom on their own. Parent supervision is required. If during the school day you arrange for somebody else to pick up your child, please let the teacher know via text/call.

If parents have a message for the teachers, you can hand a note to the teacher at drop-off and pick-up to deliver to your child's teacher. You are always welcome to park on the street and walk your child to the drop-off or pick-up area. If you need to come in the building after school to deliver something or briefly speak to a teacher, you may park in the church lot.

### **Parking**

Our location downtown affords us many opportunities. We get to walk to the Columbia Center for Urban Agriculture, take classes at the Columbia Art League, and play at beautiful Peace Park. However, our location downtown also comes with parking challenges. The church has gifted us one free parking space that gets used by a teacher. We pay for our other teachers to park in City Garages. We are very grateful for the use of space at Calvary Episcopal Church and must keep them happy and satisfied with our school. They have multiple events in their church on a daily basis for which they need the parking lot. Please follow the guidelines below about parking at the church.

- Parking in the church lot is only acceptable for very brief periods of time. For example, if you are running late in the morning and you must park to walk your child into school or if you need to give something to a teacher and you park in the lot at the end of the day to pick up your child. *These time periods should not exceed 5 minutes.*
- You may not park in the lot for a school meeting, volunteering in the classroom, or any long term event during the school day or after school hours. We kindly ask that you park in a garage or on the street.
- On-street city parking is free before 9 am and after 7pm.
- Never, ever park in the spot marked for Clergy in the church lot.
- If the church lot is completely full, please do not park in "No Parking" zones in the church lot as it can create a safety hazard for children or others in the lot.
- Please help us maintain a positive attitude about challenges of parking downtown and plan accordingly to find a parking space!

### **Absences**

If your child will not be attending school, please call or text the teacher to let her know.

### **School Closings**

We will notify you of a school closing due to bad weather by your preferred communication method. We will use Columbia Public Schools as a guide, but recognize that our small community does not have the same large-scale risks.

### **Teacher Absence**

The school will arrange for a substitute teacher on days the teachers are absent. If no substitute teacher can be found, present teachers will rearrange their days to accommodate the absent teacher's class. If two teachers are ill and no substitutes can be found, City Garden School reserves the right to cancel school if the situation cannot be rectified in a safe way.

### **Illness**

\*Generally, children with infectious diseases or parasitic infestations are not to be in school. We need to keep other children's exposure to illness to a minimum. Also, a sick child needs to rest and recover from the illness.

\*If your child has a sore throat, heavy cough, headache, stomachache, nausea, or fever please arrange to have the child stay at home or to be cared for elsewhere. The child may return to school 24 hours after the last major symptoms subside.

\*We can only administer prescribed medicine that is in its original packaging. The parent is to bring the medicine along with written authorization and clear instructions for the teacher.

\*When a child becomes ill at school, we will contact the parent to pick up the sick child.

\*A child may not come to school with a brace, large ace bandage, or crutches without a note from a medical doctor.

### **Medication**

City Garden School adopts the Missouri State Regulations about medication:

\*Medicine shall be given to a child only with the WRITTEN, DATED, SIGNED PERMISSION of the child's parent. The administration of medications carries certain liabilities with it: verbal or telephone instructions WILL NOT be honored.

\*PRESCRIPTION medications must be in the ORIGINAL CONTAINER, which is labeled with the child's name, has DETAILED INSTRUCTIONS for administration, and shows the physician's name. 'AS DIRECTED' is NOT SUFFICIENT to meet the State requirement.

\*When having a prescription filed, ask your pharmacist to prepare two properly labeled containers of medication, one for home and one to leave at school. If you do not have two properly labeled containers. we must have the ORIGINAL CONTAINER with detailed instructions.

\*Failure on our part to comply with the above regulations constitutes a violation of State Regulations and can jeopardize City Garden's license to operate.

\*Please feel free to reproduce the form below, which MUST BE SIGNED BY YOU when you present a properly labeled container of medication for us to give your child.

PARENTAL INSTRUCTIONS FOR THE ADMINISTRATION OF  
MEDICATION AT CITY GARDEN SCHOOL:

CHILD'S NAME: \_\_\_\_\_ DATE \_\_\_\_\_

MEDICATION TO BE GIVEN: \_\_\_\_\_

AT WHAT TIME(S): \_\_\_\_\_

HOW MANY TIMES/DAY: \_\_\_\_\_

DATES: FROM \_\_\_\_\_ THROUGH \_\_\_\_\_

SIGNED: \_\_\_\_\_

**Non-Discrimination Policy**

City Garden Grade School is a 501c3 nonprofit organization, and does not discriminate on the basis of gender, ability, sexual orientation, race, color, religion, nationality or ethnic origin.

**Child Abuse and Neglect Reporting**

All City Garden Grade School staff are mandated to directly report any suspicion of child abuse, child neglect, child sexual abuse, and/or exploitation of children, elderly or adults to the Children's Division. A report is also required whenever a student reports alleged sexual misconduct on the part of a teacher or other mandatory reporter. In all cases, the state of Missouri law on reporting child abuse and neglect is followed by calling the Child Abuse and Neglect Hotline at 1-800-392-3738.

**Discipline**

City Garden School adopts the Missouri State Regulations on discipline:

\*Only constructive methods of discipline shall be used to promote a child's self discipline and good behavior. There shall be no physical punishment including spanking, slapping, shaking, biting or pulling hair. Children shall not be subjected to abuse/neglect as defined in Section 210.110 RSMo.

\*No technique which is humiliating, threatening, or frightening to children shall be used. Children shall not be shamed or spoken to abusively or with profanity.

\*Punishment or threat of punishment shall not be associated with food, rest, isolation for illness or toilet training.

\*Brief, supervised separation from the group may be used. Children may not be placed in a closet, locked or unlit room, or any other place that is frightening to the child.

\*Children shall not be permitted to threaten, intimidate or harm other children.

\*City Garden Grade School primarily uses strong rhythm to establish good behavior in the classroom. Children know what to expect and then behave appropriately. We also work on the teacher/child relationship so that love arises, and because the child loves their teacher, they want to listen to him/her. We use positive reinforcement to encourage good behavior as well.

\*When continued disruption occurs, we give the child two warnings. The third disruption causes for the child to sit in the back of the classroom (the child gets a 1, 2, and then 3). After the child comes back to their seat, they are usually very cooperative. However, if the child has to be warned three more times, the third time the child will be taken to sit in the other classroom. If upon returning to the original classroom and they still do not cooperate, a parent will be called to take the child home.

\*We are a small school and do not have the support from a principal, so parents will be called in if needed. If a child refuses to cooperate, they will be sent home. We simply don't have the resources to care for the child in these circumstances, and we expect parent support.

## **CITY GARDEN SCHOOL -- CAR SAFETY GUIDELINES**

The following guidelines apply to field trips and outdoor days when children will ride with a teacher or parent volunteer.

1. Children who are required to ride in a booster seat **must bring it with them** unless one has otherwise been explicitly provided for. According the Missouri law, children 7 years and younger who weigh under 80 lbs and are under 4'9" tall MUST ride in a booster seat (Meaning if your child is 8 years old OR weighs over 80 lbs OR is over 4'9" tall they are exempt per law, but you may still provide a seat even if your child meets these guidelines).
2. Parent volunteers who will drive must provide an up-to-date copy of proof of insurance and a copy of a valid Driver's license to the school before driving children on a field trip- **ideally, before school begins. Please update as needed.** This information will be kept

secure and confidential, for record-keeping purposes only, and not to perform any sort of background check.

3. Drivers who have lost their license due to major safety violations or have otherwise caused a serious accident shall excuse themselves from volunteering as a driver, no explanation needed.
4. Drivers with any health or vision condition, or who are taking medication making it potentially unsafe to drive, especially on the highway, shall excuse themselves from volunteering as a driver, no explanation needed.
5. Drivers whose vehicle is potentially unreliable or unsafe to drive, especially on the highway, shall excuse themselves from volunteering as a driver, no explanation needed.
6. If driving, please provide information on how many backseats with seatbelts your vehicle has.
7. Children will always ride in the backseat of the car unless they are riding with a parent.
8. When driving to a location not within walking distance of the school, there will be at least three vehicles and drivers that stay at the location site. **Parents who transport children to the site but do not stay for the field trip will be expected to pick up the children at the end of the day to be transported back to school. These parents will also be “on call” in case of emergency so they can transport students back to the school in the middle of the day if need be.**
9. All students must remain seated and buckled in their seats at all times throughout the trip and must always carry themselves in a manner not to distract the driver.
10. **Drivers will follow traffic laws, keep the stereo off, and never use cell phones while driving (unless with a hands-free device and it is necessary).** Otherwise the call must wait.

**City Garden Grade School  
Liability Waiver 2017-2018  
REQUIRED FOR PARTICIPATION**

I, the parent/guardian of \_\_\_\_\_, (print child's full name), for myself, my next of kin, and my minor child, do hereby fully release and hold harmless City Garden Grade School, City Garden Grade School non-profit organization, and any agent, director, officer, organizer, supervisor, teacher, volunteer, or member of such organization from any and all liability, loss, damages, or injuries arising out of participation in the City Garden School program in which I have enrolled my child.

I have full knowledge of the nature and extent of all risks associated with exercising, running, playing, hiking, and other activities associated with the City Garden Grade School program, including but not limited to:

- |              |                               |
|--------------|-------------------------------|
| -INSTRUCTION | -HIKING                       |
| -GAMES       | -CREEK PLAY                   |
| -EXERCISES   | -WALKING IN DOWNTOWN COLUMBIA |

-AND ANY OTHER ACTIVITY ASSOCIATED WITH THE CITY GARDEN GRADE SCHOOL PROGRAM BEFORE OR AFTER THE DATE HEREOF.

I further acknowledge that the above list is not inclusive of all possible risks associated with the program and that the above list in no way limits the extent or reach of this release and covenant not to sue.

I hereby certify that my child is in good health and that my child has no physical limitations that would preclude her or his safe participation in the City Garden Grade School program.

This release and waiver extends to all claims of every kind and nature whatsoever. **I further understand that the terms of this agreement are legally binding and I certify that I am signing this agreement, after having read it.**

Parent/Guardian Printed Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Child's Printed Name(s): \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Release Form for Minor Child  
City Garden Grade School 2017-2018**

I, \_\_\_\_\_, Parent or Legal Guardian of  
\_\_\_\_\_, a minor child, hereby authorize any  
Medical or Surgical treatment which may be necessary in an emergency, and in my absence,  
for the well-being of the above mentioned minor. I agree to hold the physician or hospital  
treating the above mentioned minor, harmless.

Emergency Contact Number(s) \_\_\_\_\_

Doctor's Name and Phone Number \_\_\_\_\_

Please use the space below to inform us of any allergies, medical conditions,  
social/psychological/behavioral diagnoses, learning disabilities, or any other condition in  
which the teachers should be aware:

\_\_\_\_\_  
\_\_\_\_\_

**Insurance Information**

Name of Company \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**Photo and Video Release 2017-2018  
For Minor Children (Optional)**

I, (print name) \_\_\_\_\_, parent or official

guardian of (print child's name) \_\_\_\_\_, hereby grant permission to City Garden Grade School, to take and use: photographs and/or digital images and video of my child for use in news releases and/or promotional materials. These materials might include printed or electronic publications, web sites, facebook, or other electronic communications. I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions shall be the property of City Garden Grade School.

Printed Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Contact Information**

Please share my contact information that includes phone number, email, and mailing address on the City Garden School Family Contact Sheet that is distributed to school families.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Field Trip Permission Slip  
City Garden Grade School --- 2017-2018 School Year**

This is a blanket permission slip to cover trips taken during regular school hours.

I understand that from time to time my child, \_\_\_\_\_, may have an opportunity to participate in trips that will take her/him away from the campus. I understand that these trips will be under the direct supervision of a City Garden Grade School teacher, and that my child will be transported in a parent chaperone or teacher owned vehicle. I understand that City Garden Grade School takes many field trips to natural areas around Columbia for the purpose of hiking and creek exploration. I request that my child be allowed to attend all field trips taken by City Garden Grade School.

Printed Name \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_