



# Manzano Day School

*Joy in Learning® Since 1938*

## Family Handbook 2018-2019

1801 Central Avenue NW Albuquerque, New Mexico 87104 505-243-6659  
505-243-4711 fax [www.manzanodayschool.org](http://www.manzanodayschool.org)



# FAMILY HANDBOOK

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Welcome to Manzano Day School. Manzano Day School is pleased that each family has joined its family. For 80 years, Manzano Day School has been devoted to *Joy in Learning*<sup>®</sup>.

This handbook is intended to be a guide for Manzano Day School families in interpreting where the school stands on key issues. The handbook cannot possibly cover every situation that may occur during the year. Manzano Day School asks its families to follow the spirit as well as the letter of the policies.

If families have a question regarding any of these policies or guidelines, please contact Manzano Day School. Manzano Day School is always interested in hearing families' ideas, thoughts or concerns and is looking forward to another great year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neal Piltch', written in a cursive style.

Neal Piltch  
Head of School

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## **1. MANZANO DAY SCHOOL MISSION STATEMENT**

Manzano Day School is dedicated to innovative child-centered education, excellence in teaching, and *Joy in Learning*® to prepare children for a life of discovery and community involvement in our diverse world.

## **2. CORE VALUES**

In a safe and caring environment Manzano Day School holds to these core values: respect, responsibility, integrity, and striving for excellence.

As members of the Manzano Day School community, cooperation, courtesy, civility, generosity and open communication are among the ways in which Manzano Day School shows respect. It is each person's responsibility to be cooperative, hardworking, self-disciplined, dependable, and to be accountable to the standards set forth in the handbook. Community members show their integrity by acting with honesty, trustworthiness, compassion, and courage. Members of Manzano Day School's community are accountable to these core values and live them as Manzano Day School strives for excellence in all of its endeavors.

## **3. NON-DISCRIMINATION STATEMENT**

Manzano Day School admits students without regard to religion, race, age, color, creed, national origin, ancestry, gender, disability, sexual orientation or gender identification.

## **4. ENVIRONMENTAL STEWARDSHIP STATEMENT**

Manzano Day School believes responsible environmental stewardship is an integral component of its curriculum and operations. As a result, Manzano Day School is committed to increasing its environmental activities by utilizing energy efficient and eco-friendly materials in construction and remodeling projects. Manzano Day School is committed to implementing energy and resource conservation in its daily operations.

## **5. PHILOSOPHY, SCHOOL DESCRIPTION AND ORGANIZATIONAL STRUCTURE**

Manzano Day School's philosophy of *Joy in Learning*® is central to all we do. Within a warm and nurturing environment, Manzano Day School inspires children from pre-kindergarten through fifth grade to become the very best they can be. Every year, we enroll over 460 intellectually capable children from culturally, ethnically, and socioeconomically diverse backgrounds.

Our curriculum is built on fundamental academic and communication skills. We encourage curiosity, independent thought, and action, guided by the school's core values of respect, responsibility, integrity, and striving for excellence. We provide our children with a global awareness, so they understand they are part of a much larger world, one in which they have an obligation to make a meaningful contribution. We seek

through our words and deeds to help our children develop a social conscience and to have empathy for others. All students participate in community service and contribute to their community by helping those in need.

Beyond the core curriculum of reading, writing, math, social studies, and science, we teach art, library, music, physical education, Spanish, and technology at regular intervals during the six-day rotation. Within our curriculum we help our students develop conflict resolution tactics, good listening skills, and the confidence to embrace emerging technology. We also familiarize them with our local culture and customs. Our students develop an appreciation for aesthetics and creativity, as these give life more meaning and joy. We also teach our children how to stay healthy mentally and physically, skills that will last a lifetime. Our Fenton Ranch Environmental Program located in the Jemez Mountains gives students an awareness of and appreciation for the natural world as they learn ecological concepts, develop personal reliance skills, and practice outdoor abilities.

Children develop best when they receive adult support, understanding, and positive role modeling in their teachers, the administrative staff, and their parents. A strong partnership between the school and our families is essential to our shared goal of student success. Our faculty and staff are dedicated to the philosophy and mission of Manzano Day School.

### **History**

Manzano Day School was founded in 1938 by Ruth Hanna McCormick Simms. The school's first Headmistress, Elizabeth Westerfield, who served the school for nearly 30 years, said at its founding that Manzano Day School's first concern was "to develop completely rounded individuals" by making use of "all the knowledge science has to offer." From the beginning, Manzano Day School has kept its class size small to ensure individualized attention for each child. Enrollment was limited originally to 50 boys and girls from 4 to 13 years old. Classes were first held in Huning Castle at the corner of 15th Street and Central Avenue.

Manzano Day School moved to its present location in 1942. La Glorieta, the adobe hacienda which currently houses the administration offices, was originally built in the seventeenth century by an early Spanish settler, Don Diego de Trujillo. In the mid-1800s, Franz Huning, who would become a leading citizen in Albuquerque, made La Glorieta his family's home. Later, it became home to the Fergusson family; Harvey Fergusson and his sister Erna, born in the house, both grew to prominence as regional historians and novelists. Today, La Glorieta is listed on the National Historic Register.

Manzano Day School was incorporated as a private, not-for-profit, 501(c)(3) organization in 1966. During this decade, the school grew to over 200 students, added six classrooms, and capped off its ten-year growth spurt with the acquisition of the Sunset Inn in 1978.

The multi-million dollar capital campaign, Ready, Set, Grow!, goal was met in the 2011-12 school year. A multi-purpose building was built with proceeds from this campaign. The building houses the fifth-grade classrooms, the Bernitsky Science Center, the Wells Fargo Media/Tech Center, the Growney Assembly Center, the Castro Admission Office in addition to the music and performing arts studio and the art center. The Southwest Capital Bank Physical Education Facility, the most recent addition to the school, opened in October 2010. The campaign also raised endowment funds. Current initiatives include an emphasis on increasing our endowment, which will provide stability and sustainability for our school.

More recently, Manzano Day School completed historically sensitive renovations to its 300 year-old hacienda, La Glorieta. Preserving this beautiful historic building benefits not only the Manzano Day School community, but the Old Town neighborhood and the city of Albuquerque as well. Manzano Day School is also improving other features of its campus such as playgrounds, parking facilities and computer systems, creating a more functional and pleasant environment.

Manzano Day Schools campus extends beyond its urban boundaries to the Jemez Mountains. Calvin and Ruth Horn donated Fenton Ranch, located 80 miles northwest of Albuquerque, in 1974. Homesteaded in the 1800's by the Fenton family, the main house and its outbuildings sit in a lovely meadow, bordered by the Rio Cebolla and the Santa Fe National Forest. Renovated in 1986, the main house easily accommodates 25 to 30 children in an upper story dormitory. A fully equipped kitchen, dining area, bathrooms, and a great room are all part this splendid remote campus facility.

The history of Manzano Day School is rich and inspiring, and although this is a brief overview, the school's real history resides in the lives of the people who are and were here and who have been changed by the school. Since 1938, thousands of children have known the spirit of loving and teaching. Manzano Day School does its very best to lead the child to develop into the most able, self-disciplined, expressive, and compassionate person he/she can become.

### **Accreditation and Memberships**

Manzano Day School is accredited by the Independent Schools Association of the Southwest (ISAS) and the New Mexico State Department of Education. It is the only elementary school in Albuquerque that is accredited by ISAS and is also a member of the National Association of Independent Schools (NAIS).

Manzano Day School is a member of, or is affiliated with, the following professional associations:

Independent Schools Association of the Southwest (ISAS) – accrediting agency  
National Association of Independent Schools (NAIS)  
American Library Association (ALA)  
Council for the Advancement and Support of Education (CASE)  
Educational Records Bureau (ERB)  
Elementary School Heads Association (ESHA)  
School and Student Service for Financial Aid (SSS)

### **Governance**

Manzano Day School is governed by a self-perpetuating Board of Trustees. Comprised of no more than 25 members, the Board is charged with "holding the school in trust." Generally, this is interpreted to include, but is not limited to: employment of the Head, oversight of the budget and financial affairs of the school, and keeping the mission of the school at the heart of all decision-making. The Board does not involve itself in the day-to-day decisions of the school. According to the by-laws of the corporation, at least 50% of the Trustees must be parents of enrolled or former students at Manzano Day School. One Trustee is nominated by the Parents' Association and serves one two-year term as its liaison.

Board officers include a President, Vice-President, Secretary, and Treasurer. The 2018 - 2019 Board of Trustees are:

Olivia Padilla-Jackson – President  
Victor Limary – Vice President  
Margaret Duran – Secretary  
Chris Cates – Treasurer  
Paige Leslie Baird  
Chris Boone  
Jessica Carothers  
Frank Davis  
David Fine  
Stephen Garcia

Greg Levenson  
Dawn Lorenz  
Gary Miller  
Jason Mitchell  
Katie Douglas  
Claudette Othart Michael  
Cynthia Phillips  
Eric Thulin  
Wendy York

## **Administration**

The primary administrative functions of the school include: business and maintenance management, admission, development, technology and program and instructional management. In general, the administration is charged with a constant awareness of the welfare of students, personnel supervision and development, planning and oversight of the educational program, communication with all of the school's constituencies, maintenance of the physical environment, organization and direction of volunteers, adherence to regulations, vigilance to the Long-Range Plan and the finances required to fund it, and the conduct of the day-to-day transactions of the school. The Head of School oversees all of these functions and is additionally charged with Trustee communications and involvement in all Board committees. While each administrative member has specific responsibilities, the administration meets, plans, and functions as a team. The administration attempts to keep at the forefront the awareness that they are here for the primary reason: to bring children and teachers together for the very best educational experience that can be provided.

Head of School	Neal Piltch
Associate Head of School	Cathy Hubbard
Director of Admission & Financial Aid	Madonna Prokopiak
Director of Finance & Operations	Ann Martinez
Director of Development	Jason Cloyes
Director of Technology	Emily Villegas

## **Faculty**

Approximately two-thirds of the Manzano Day School faculty are core-classroom teachers, with the remaining one-third assigned as co-curriculars in art, library studies, music, physical education, Spanish, and technology. Many of Manzano Day School's teachers have advanced degrees from a variety of universities. Manzano Day School's teachers are a diverse group, coming from all parts of the United States, demonstrating a wide range of teaching styles, and participating in a wonderful assortment of special interests and activities.

Seven faculty members are designated as Team Leaders. Six of the faculty members represent grade teams pre-kindergarten through five, and one represents the co-curricular faculty. These Team Leaders meet regularly with the administration and assist with communications between administration and faculty. They are key players in all aspects of program implementation.

Manzano Day School faculty has traditionally been regarded as the very soul of the school. They are carefully selected, listened to, supported by the administration, and held in high regard by parents and students alike. Manzano Day School supports and directs faculty to participate in a wide range of educational experiences. Manzano Day School believes that an intellectually stimulated teacher is an exciting teacher, one who ignites the spark of learning.

## **Administration/Faculty Development**

Manzano Day School places a very high value on learning. That value extends to the administrative staff and teaching staff. For that reason, throughout the year, various members of both groups will attend workshops, conferences, or meetings in their professional areas. In any given year, several faculty/staff are invited to make presentations at these events and such participation is encouraged and applauded.

Many such opportunities are sponsored by Manzano Day School's regional or national associations (ISAS or NAIS) or professional membership groups such as those listed under the section entitled "**Accreditation and Memberships**". It is at these various gatherings that the administrative and faculty learn how things are done at other schools. The administration/faculty reviews the latest research findings and meets colleagues who share the same hopes for successfully teaching children. The benefits gained by the school far outweigh the brief absences of the administrators or teachers. Some of the benefits are: new awareness of materials and approaches to teaching various subject matters; possibilities for communicating with others who are starting or have programs similar to Manzano Day School's programs; and, of course, a renewed and stimulated person to contribute to the energy and enthusiasm of Manzano Day School.

### **Manzano Day School Parents' Association**

The Manzano Day School Parents' Association (MDSPA) provides support for the school. All parents are members of the Parents' Association and are encouraged to participate. Many members of the Parents' Association actively support the school by chairing and serving on committees that help the administration and the faculty achieve their goals. Social opportunities are provided for the children and families of Manzano Day School to promote school and family growth. Volunteer opportunities for parents of Manzano Day School students are numerous and diverse, and include school activities and fundraising efforts. A strong partnership between the MDSPA and the administration is vital to a healthy school.

Every year, in the spring, the Parents' Association awards the Teacher Fellowship Award, a substantial grant to a member or members of the Manzano Day School faculty in sponsorship of a project, trip, or other activity. A committee reviews proposals, interviews the applicants, and selects the recipient. It is a wonderful opportunity for parents to show their appreciation to the teachers of their children.

The Executive Committee members for 2018 - 2019 are listed below:

Cristin Kiburz	President	Marley Cote	VP Pre-k/K
Angie Thompson	Past President	Katherine Pierce	VP 1 <sup>st</sup> grade
Jasmine Pitcher	President-Elect 2018-2019	Leena Cherukuri Paladagu	VP 2 <sup>nd</sup> grade
Laura Holt	Secretary	Shannon Wildenstein	VP 3 <sup>rd</sup> grade
KC Roehl	Treasurer	Suzanne Wagner	VP 4 <sup>th</sup> grade
Michelle Renaud	Treasurer-Elect 2018-2019	Kya Zhuckkahosee	VP 5 <sup>th</sup> grade
Trevor Hatchell	Board Liaison		

## **6. COMMUNICATION**

The administration and faculty at Manzano Day School believe that communication between the school and the home is of the utmost importance. **If parents have a question or concern, in almost all cases it is critical that the parent communicate with that individual before the parent addresses the issue with the administration.** Manzano Day School encourages the parent to talk with the appropriate person at Manzano Day School about the school or the child's experience at the school before an issue grows in size. It is far better to err on the side of "**over communication**" than to hesitate to bring issues to the school's attention. Everyone at Manzano Day School wants to make things work well for each child. To that end, there are several avenues for communication:

## **Email Notification**

Manzano Day School's email communication system is used to reach the community with a variety of pertinent information. Types of correspondence will include, but are not limited to: emergency notifications, eStatements, letters from the Head of School, *Friday Bulletins*, Development news, specific grade level information, requests for volunteers, fundraising opportunities, etc.

All parents who provide an email address on the student contact information form should expect to receive the types of messages outlined above from Manzano Day School employees, parents and affiliates of the school.

Email addresses provided by Manzano Day School families to be published in the School Directory are for school use and for communication between families. Email addresses should not be used by others to solicit products or services of other businesses or individuals.

To add, update or change an email address contact Karroll Candelaria-Bauer at (505) 243-6659 ext. 402 or [kcbauer@manzanodayschool.org](mailto:kcbauer@manzanodayschool.org).

## **Website - [www.manzanodayschool.org](http://www.manzanodayschool.org)**

Manzano Day School's website provides general information about Manzano Day School. The site portals give users access to information that is specific to their role at the school. Manzano Day School will provide individual usernames and passwords for parents to access these portals. Use the Parent Portal on the home page to access:

- A more detailed calendar with events specific to your child(ren)'s classes
- Class Web pages – each teacher has a site specific to his/her classroom that provides information pertaining to the class
- Important, commonly used resources and reference materials
- Campus news items included in the *Friday Bulletin* and flyers

The navigation buttons on the homepage also lead to web pages that explain Manzano Day School's history, curriculum, admission process, gift opportunities, Manzano Day School Parents' Association information, and information about Manzano Day School's Board of Trustees.

## **Individual Teacher Websites**

Each homeroom teacher has his/her own web page, which is updated regularly with important information pertaining to the class such as schedule, field trips, and additional resources. Co-curricular teachers share a grade level page that is updated regularly with relevant class information. Class webpages are found at [www.manzanodayschool.org](http://www.manzanodayschool.org) and can be accessed within the Parent Portal.

## **Seesaw**

Homeroom and co-curricular teachers use Seesaw to share student work privately with each student's parents. Each student also has a folder within Seesaw that serves as a digital portfolio, storing samples of a student's best work for each academic year. Teachers can also share an item with multiple students or the entire class. Homeroom teachers will instruct parents at the start of the school year as to how to access Seesaw.

### **Telephone Calls or Drop-in Visits**

If the administrator whom a parent is calling is available, this call will be immediately directed to him/her. If not, a parent may leave a voicemail message or a message with the Front Office, and the call will, in nearly all cases, be answered the same day. If a parent is calling a teacher, leave a voicemail message, and he/she will get back to the parent the same day (usually after school), if possible. Though it is not always possible, parents should expect to hear from Manzano Day School employees within one school day. Each teacher has an individual voice mailbox. Each person's extension is listed in the *School Directory*.

**Due to the professional duties of Manzano Day School's faculty and staff, Manzano Day School requests that a parent make an appointment with an administrator or a teacher rather than dropping in for a conference.** It also helps when making an appointment if the parent describes the general nature of the meeting so that the administrator or teacher can gather information about the matter. Every effort will be made to respect confidentiality when a parent leaves such messages.

### **Conferences**

Regular conferences are scheduled with teachers twice a year. School is not in session on these days. **It is imperative that families not schedule vacation during these conference days.** Other meetings may be scheduled at the convenience of the conferees. In most instances Manzano Day School's Extended Day Child Care Program is available at an hourly rate during a parent's conference time.

All other conferences should be held between the teacher and parent(s) as needed at scheduled times throughout the school year. They are among the most important communication opportunities between parent and school. By scheduling a conference, this allows a teacher to prepare for the conferences, take notes, and describe the behavior of the child as objectively as possible. These conferences can be initiated by the parent or the teacher.

Sometimes an administrator will join a conference if the parent or teacher requests it, or if there is to be a special plan designed for the child.

### **Classroom Concerns**

When parents have a concern about their child, they should **first talk to the classroom teacher. Teachers know the importance of confidentiality, and they will make every effort to not let the child know of the discussion unless it is decided by parents and teacher that it is best to do so.** If parents do not think that the problem is solved after meeting with the teacher, they should then make an appointment to meet with either the Associate Head or the Head of School.

### **Courtesy, Cooperation and Civility**

Manzano Day School believes the best relationships are based on mutual respect. It is important whenever parents are addressing faculty/staff or vice versa this is kept in mind. It is important to address others as one wishes to be addressed in tone, style, and demeanor.

## **Interim Reports**

Interim reports are a communication sent home between grading periods. The reports are to alert parents to a difficulty a student may be having and/or to inform parents of improvement in a given area. These reports are sent **as needed** and are not necessarily sent for all students.

## **Report Cards**

Report cards are sent home three times each school year for first through fifth grades. Pre-kindergarten and kindergarten report cards are sent home twice during the school year. These reports provide an evaluation of how a student is doing in academic subjects and other aspects of development. They are also helpful in providing a perspective of how a student is doing in relation to grade-level expectations. Co-curricular teachers provide comments regarding student progress on a rotating schedule.

## **Back-to-School Night**

Back-to-School Night sessions are held at the beginning of the year and are designed to explain the overall program of the school and classroom. **It is very important for parents to attend these meetings.** While Manzano Day School encourages discussion about the general program, **these meetings are not designed for parents to discuss individual children.** Please schedule a conference for that purpose. Additionally, at Back-to-School Night, the child's teacher will mention classroom volunteer opportunities for the school year. Manzano Day School asks that parents sign up for classroom parties, field trips, and Fenton trips at this time.

## **The Friday Bulletin**

Be sure to read the *Friday Bulletin* as it is a consistent, frequent form of communication between home and school; it often contains important messages, ones that will have an impact on parents or their child. The *Friday Bulletin* will be sent home via email and its news items will also be available on the school's website [[www.manzanodayschool.org](http://www.manzanodayschool.org)].

## **Twigs**

Manzano Day School's *Twigs* publication highlights program developments, current student news, alumni achievements, calendar updates, and addresses matters relevant to elementary-aged children. The purpose of *Twigs* is to provide an in-depth view of Manzano Day School's philosophy and program. *Twigs* is typically distributed annually in December.

## **Business Office Billing**

Bills are emailed shortly after the first of each month to the email address provided by each payer. A link is provided to pay the account by credit or debit card, with a convenience fee, or by eCheck with no fee. Payment is due by the 15th of the month. Bills display tuition charges and associated financial aid as well as miscellaneous items such as lunches, bus rides, and Extended Day charges.

Accounts that are 30 days or more past due are charged a late fee as described on the Enrollment Contract. Student records for such delinquent accounts will not be released to other schools, to the extent allowed by law. If an account of a fifth grader is 30 days or more past due, the fifth grader may not be able to fully participate in graduation. In the case of a family too far in arrears, as determined by the Head of School, the child(ren) may not be allowed to attend school until the account is brought up to date.

## **Red Flags Rule**

Pursuant to the regulations issued by the Federal Trade Commission known as the “Red Flags Rule” Manzano Day School has adopted a Red Flags Rule: Identity Theft Prevention Program intended to reduce the risk of identity theft in connection with allowing deferred tuition and other payments, which may be considered extending credit. Details of the Red Flags Rule: Identity Theft Prevention Program may be obtained from the Human Resource Department.

## **Open Forums**

Occasional meetings with the Head of School are held to discuss current relevant issues. Parents should feel free to communicate with the Head of School, as appropriate, rather than wait for events such as Open Forums.

## **7. HEALTH, SAFETY, AND WELL-BEING OF CHILDREN**

### **Medical Information**

New Mexico State Law requires Manzano Day School to keep health records completed by the parent on file for each student. The records include immunizations, allergies, illnesses or disabilities, emergency telephone numbers, and the name and telephone number of the child's doctor. Parents must notify the school office if the information requires updating.

**CHILDREN MAY NOT BEGIN SCHOOL WITHOUT COMPLETE MEDICAL RECORDS.** This includes documentation that all vaccinations are current, or a letter from the Department of Health that indicates an exemption has been made.

**PLEASE BE SURE THE FRONT OFFICE, The NURSE AND THE CLASSROOM TEACHER ARE AWARE OF ANY SPECIFIC HEALTH CONDITIONS THAT COULD POSSIBLY CAUSE PROBLEMS FOR CHILDREN. NO CHILD MAY SELF-MEDICATE ON CAMPUS.**

Manzano Day School's policy regarding the medication of a child during school hours is:

*Manzano Day School will make every effort to medicate a child as required by parent/guardian/physician. In order to facilitate medicating a child, a Medication Instruction Form must be completed, signed, and presented to the nurse with the medication. All children will be medicated by the nurse or Front Office personnel only and not by teachers unless special circumstances require otherwise, such as a child is at Fenton or is on a field trip. Self-medication is prohibited at all times. Without the completed information, Manzano Day School will not medicate a child under any circumstances – unless it is an emergency.*

### **School Counselor**

Manzano Day School has a School Counselor who assists in the education and well-being of students. The counselor is a resource for families to use in assisting students with a variety of issues whether they are educational, emotional or social. The School Counselor also works with students in both small and large groups. The purpose of these groups is to assist students in developing the skills necessary to better handle challenges such as peer pressure, bullying and decision making. In addition, the School Counselor offers educational sessions for parents through events sponsored by the Manzano Day School Parents' Association (MDSPA). The role of the School Counselor does not include long-term individual counseling.

### **Sick Children**

Because children “share” germs quickly, Manzano Day School is diligent in insisting that sick children stay home. Parents should call the absentee hotline at 217-0611, as soon as possible if their child will be absent. Children should not return until they are well.

Manzano Day School will contact parents, guardians, or emergency contacts if their child is not well enough to be at school (7:15 a.m. – 6:00 p.m.). **Any child with a temperature of 100.3°F or higher will be sent home immediately. Under all circumstances, a child should be free of fever for 24 hours before returning to school. Children who have a fever, diarrhea, or are vomiting should not come to school. Children who vomit or who have diarrhea may return to school 24 hours after their last episode of vomiting or diarrhea.**

### **Children Who Become Ill or Have an Accident at School**

Parents will be called if their child becomes ill during the school day or during the Extended Day Child Care Program. If neither parent can be reached, the family's emergency numbers will be called. Parents traveling out of town should provide the office with out-of-town emergency numbers to supplement emergency numbers already on file.

If a child has an accident at school, Manzano Day School will try to contact the parents by telephone. If Manzano Day School cannot reach the parents or other emergency contacts, and consider the injury an emergency, Manzano Day School **will call the child's doctor and comply with the doctor's advice and/or call for emergency services or take the child to an emergency room.**

### **Taking Children Out of School Before the End of the Day**

It is sometimes necessary to take a child from school before the end of the school day. Certainly, when a child is sick or injured, this makes good sense. Occasionally, medical appointments or other special activities can only be scheduled during the school day, even though parents are encouraged to make appointments after school hours. Sometimes, particularly with younger children, parents take their child from school after a holiday program. However, nothing causes more genuine concern and fear at the school than not being able to account for a child, so **PARENTS MUST ALWAYS CHECK THEIR CHILD OUT THROUGH THE FRONT OFFICE!**

### **Skin Protection**

Manzano Day School promotes healthy skin protection practices for its students by encouraging daily application of sunscreen and use of hats (with flaps to protect the neck) when outdoors. This is particularly important in Albuquerque's high-desert, sunny climate. For those who may have forgotten, sunscreen is available in the Nurse's Office. Application of sunscreen prior to arriving at school is recommended and hats are encouraged for all outdoor activities (recess, physical education, and sports).

### **Driver's License Check**

Manzano Day School requires that all parents who volunteer to drive on field trips submit the Motor Vehicle Record Disclosure and Release form along with current proof of insurance and driver's license information. These documents are used to check driving records. Anyone with two or more moving violations in the past three years, or any driving-under-the-influence violations in the past five years, will not be approved to transport children other than their own. Parents who wish to be approved drivers must have their paperwork to the appropriate teacher within the first two weeks of school. A parent who is not an approved

driver may not drive students, for any reason. The approval process takes at least 48 hours. Please plan accordingly.

### **Fire and Lockdown Drills**

Manzano Day School conducts fire and lockdown drills at regular intervals throughout the school year. Any parents or visitors on campus during a drill are expected to follow established protocol.

### **Cell Phone Use**

For the safety of the children and in compliance with the City of Albuquerque ordinance, parents should not use their cell phone or mobile device in the Manzano Day School traffic areas. **Field trip volunteer drivers may not use cell phones or mobile devices for any reason while their vehicles are in motion.**

### **Seat Belts, Booster Seats, and Airbags**

In accordance with New Mexico State law, **all students must wear seat belts on all school-related trips.** Recent studies have also shown the danger of placing young children in the front seat of vehicles with airbags; therefore, during field trips, **Manzano Day School students cannot be placed in the front seat of a vehicle equipped with an airbag.**

The law states that all children who weigh less than 40 pounds must use a child safety seat, and all children weighing 40-60 pounds must use a booster seat while riding in a car. Additionally, children of any age or weight must be “properly secured in an adult seat belt with the lap belt fitting across the child’s thighs and hips and not the abdomen. The shoulder strap should cross the center of the child’s chest and not the neck, allowing the child to sit all the way back against the vehicle seat with knees bent over the seat edge”. If children cannot be properly secured adhering to these guidelines, they must use a booster seat, regardless of age, height, or weight.

Because of this law, students who fall under the guidelines stated above **must** use a booster seat when traveling in a car during school activities. This includes field trips and trips to the Fenton Ranch program. Manzano Day School asks parents to provide booster seats for their children during these activities. The child may bring the booster seat to the classroom teacher or event coordinator, and it will be returned to the parent at the end of the activity or academic day. Parents should mark the booster seat with their child’s name so Manzano Day School can return the seat to the owner.

### **Morning Drop-Off and Afternoon Pick-Up Procedure**

For carpool drop-off in the morning and pick-up in the afternoon, enter campus from Lomas. Parents should pull up close to the gate and stay in their car. In the morning, let the staff help the child(ren) get out, collect lunches, jackets and backpacks. In the afternoon, display the dashboard sign and the child(ren) will be escorted to the car.

Under no circumstances should children be allowed to come across the parking lot unaccompanied by an adult. Parents should not drive through the Central Avenue parking area and let their children out of the car to walk into the building. Traffic in that area is busy at best and sometimes the City trash truck arrives during carpool times, driving against the flow. Please drop-off and pick-up by entering on Lomas and exiting on Central.

## **Car Pools**

Manzano Day School encourages the use of car pools. Upon request, Manzano Day School will provide names and telephone numbers of school families within given zip code areas. Beyond that, however, car pools are private arrangements made among school families.

## **Bus Information**

Manzano Day School runs two bus routes; one to the northeast heights, the other to the west side. The buses are equipped with lap and harness belts. Specific information regarding bus stops and times is on the website under *On Campus*.

## **Hiring Manzano Day School Employees**

Parents should be aware that Manzano Day School employees hired by families for employment such as tutoring, babysitting or other jobs are not acting as school employees while in these capacities. Because of this, Manzano Day School shall not be liable for any actions or inaction that may occur.

## **Changes in Home Routines**

Parents should inform their child's teacher if there are any changes in the home routine that could affect their child's school behavior. Long trips away by parents, separations, divorces, deaths in the family, extended visits by houseguests, or loss of a family pet are examples of changes which bear mention.

## **Custody**

Clear and specific directions, including legal documentation, regarding custody arrangements must be filed with school administration and classroom teacher. When there is a problem regarding custody, the school will do its best to be sensitive to the child's needs in the situation and will seek clarification by telephone before releasing the child. If there is a disagreement between parents, the school will adhere to documented custodial arrangements. Manzano Day School employees have been instructed not to testify in court or by deposition without a subpoena.

## **Child Abuse Reporting**

In accordance with New Mexico State Law, Manzano Day School must report any suspected cases of physical, sexual, and emotional abuse and/or neglect. The school takes this responsibility seriously and follows the guideline of reasonable suspicion.

## **Digital Safety**

Manzano Day School complies with the Child Online Privacy Protection Act (COPPA), which permits schools to act on behalf of parents in agreeing to terms of service and privacy policies for children under the age of 13 when utilizing educational software applications in the school learning environment. For more information, please visit [www.manzanodayschool.org/COPPA](http://www.manzanodayschool.org/COPPA).

It is understandable that you may wish to share the digital work your child(ren) produce at school, but please know that parents play a critical role in keeping students and the school community safe and secure. Student work is only shared with parents through secure methods, thus ensuring that only those who are already part of the Manzano Day School community have access to potentially sensitive student information.

Before you Snap, Tweet, Post, or Share your child(ren)'s work beyond our secure online environment, please consider carefully the following:

- Who will be able to access this material I am sharing?
- What will they be able to do with it (e.g. download, re-share/post, etc)?
- What information am I inadvertently making public (e.g. student names, locations, etc)?

If we all work together, we can continue to enjoy the benefits of sharing student work digitally while also keeping students safe in the digital age.

## **8. PARENTS AND THE SCHOOL**

### **Parent Interaction with School**

In this handbook Manzano Day School has attempted to set out explicit policies and to indicate what actions Manzano Day School takes as a school community in certain situations. At the heart of each of these policies and procedures is the belief that it benefits children. Here are some ways parents could help their child while also helping Manzano Day School.

- 1) If a parent becomes dissatisfied with the school in any way, please seek to resolve the matter with the person or persons involved rather than spread criticism. If a parent has a teacher concern, please speak first with the teacher. If there is a feeling that issue has not been resolved, please see the Head of School or Associate Head of School immediately. Please know that, above all else, the administration and the faculty of Manzano Day School value children, and if parents are unhappy, children soon will be. Talk to Manzano Day School as soon as a parent feels dissatisfied. Manzano Day School will attempt to work with the parent with the goal of resolving the situation. But first, a parent has to let the school know there is a problem. Communication is paramount. The playground, carpool, and other public places are not appropriate places to discuss or attempt to solve problems. Spreading gossip and/or rumors is detrimental to a healthy school community and Manzano Day School requests that this not be done.
- 2) Attend programs and events designed for an invited audience as often as possible. It brightens the lives of children enormously when a parent or parents attend these performances. However, some of the assembly programs at Manzano Day School are designed for the school community only.
- 3) There are many opportunities for volunteering at Manzano Day School, and Manzano Day School values parents' time and good spirit. Special events, the library, office, yearbook, and classrooms all provide interesting, very useful opportunities to help the school. Please become involved at school.
- 4) Paying financial obligations on time saves embarrassment as well as time and money. Manzano Day School is a tuition-driven school, and, as such, depends on a family's promptness to pay its bills and obligations. Failure to pay one's financial obligations in a timely manner may result in the school not allowing a child to attend school, attend school events and/or not disclose the "student records" to other schools, to the extent allowed by law.
- 5) Arriving on time is also very important. Children who arrive to class late are not adequately prepared to begin their day and are disruptive to the academic needs of others. A child should be at school on time as well as arrive at programs and meetings promptly. Picking up a child on time is equally important.
- 6) At Manzano Day School as in other independent schools, the school relies on charitable giving from trustees, parents, alumni, past parents, grandparents, faculty, staff and friends to cover the total

cost of educating a child. Through use of the Annual Fund Manzano Day School raises additional funds which are used for professional development, program enrichment, facility maintenance and other areas that vary from year to year.

### **Violence Policy Statement**

**No Violence:** Manzano Day School is committed to providing an environment that is free from violence. Acts or threats of violence will not be tolerated. Examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting, shoving, physically harming or threatening to harm an individual, group of individuals, relatives of those individuals, friends or associates of those individuals or their property
- Loud, angry, intimidating or disruptive behavior that is not a part of the typical work environment
- Intentional destruction of property
- Callous or intentional disregard for the physical safety or well-being of others
- Harassing surveillance (watching someone) or stalking (following someone), making threatening or harassing phone calls, sending harassing or threatening communication through technological means
- Commission of a felony or misdemeanor on Manzano Day School property
- Any other conduct that a reasonable person would perceive as constituting a threat of violence, which includes but is not limited to, gender or racial slandering or verbal abuse.

Anyone who is subjected to, is a witness of, or has knowledge of violent behavior of any of the types listed above, or has reason to believe that violent behavior may occur at or in connection with the activities of Manzano Day School (whether from an employee, parent, visitor or any outside person), is required to report it promptly to the Head of School or Associate Head of School. A parent can raise concerns and make good faith reports and Manzano Day School will treat such reports as confidential to the extent circumstances permit.

**Abusive Language:** Manzano Day School asks that parents refrain from using abusive language while at Manzano Day School that may include: vulgar, inappropriately graphic, coarse, crude, profane, and/or insulting language. Manzano Day School asks that all parents be aware and sensitive to the fact that language reflects on the speaker and Manzano Day School.

**No Weapons:** Manzano Day School prohibits anyone who enters Manzano Day School property, appears at an official Manzano Day School event and/or travels in connection with a Manzano Day School field trip from carrying a handgun, firearm (whether loaded or unloaded), or prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. "Manzano Day School property" covered by this policy includes, without limitation, all Manzano Day School owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under Manzano Day School's ownership or control. Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms (whether loaded or unloaded), illegal knives or other weapons covered by the law. If a parent has a question about whether an item is covered by this policy, please contact the Associate Head of School or Head of School. The only exception to this policy is commissioned law enforcement agents, in which case he/she must report this to the Head of School. This policy also prohibits weapons at any Manzano Day School sponsored functions. The **only** exception is when federal and/or state law supersedes school policy.

Anyone who is a witnesses to or has knowledge of possession of any weapon, or has reason to believe that weapon possession may occur at or in connection with the activities of Manzano Day School, is required to

report it promptly to the Head of School or Associate Head of School. A parent can raise concerns and make good faith reports, and Manzano Day School will treat such reports as confidential to the extent circumstances permit.

## **9. SCHOOL EVENTS**

Please try to join Manzano Day School for these events:

### **Fall Festival – Sunday, September 23**

The Fall Festival provides a picnic opportunity at school on the meadow. Child-oriented performances and activities abound. It is a relaxed, pleasant family event.

### **Admission Open House – Wednesday, October 3 – In Session Open House from 9:00 – 11:00 a.m.** **Sunday, November 11 – Open House from 2:00 – 4:00 p.m.**

Manzano Day School holds a morning Admission Open House while classes are in session. This provides an opportunity for the Albuquerque community to observe students and faculty in their classrooms and on campus, giving them insight into the school, the program, and the community. A second Open House is held one weekend in November. Faculty are in their classrooms and on campus, conducting tours, informing people about the school, and answering questions about the program.

### **Halloween Parade – Wednesday, October 31**

One of the most photographed events at Manzano Day School is the Halloween Parade; it charms all who see it. Dressing in costume allows everyone, children and grownups alike, a chance to fantasize, or to be someone else for those few minutes. Most teachers and administrators join in — so do a few parents! Manzano Day School asks everyone to use good judgment in costume selection, which includes avoiding scary costumes or using toy weapons as part of a costume.

### **Thanksgiving Celebration – Monday, November 19 for Pre-k – grade 2** **Tuesday, November 20 for grades 3 - 5**

The Manzano Day School Thanksgiving celebration is spread over two days to allow parents who have children at various grade levels to participate with all their children. In addition, most classrooms plan Thanksgiving activities or service projects.

### **Grandparents' and Grandfriends' Day – Thursday, March 7**

This special day is held in the spring. Guests attend a reception, are entertained by student groups, and visit classrooms.

### **Spring Fiesta – Friday, April 12**

Fiesta is an evening event held on campus for the whole family and sponsored by the Parents' Association. Come enjoy food trucks, karaoke, a DJ, dancing, and so much more.

### **Gala – Saturday, April 27**

This biennial event held in the spring is a fun and exciting time when our families and friends come together to build community and support Manzano Day School. Our next gala will be on April 27, 2019.

### **Musical – Friday, May 10 & Saturday, May 11**

For many years now, Manzano Day School's fourth and fifth grades have joined together to present an energetic, bright, uplifting musical production with costumes and scenery, lights and sound. While most of Manzano Day School's programs are much less complicated and involve less rehearsal than the musical, the school feels that this kind of effort is very beneficial for the older children. The performances in a theatric atmosphere of lights, costumes, and great applause make the musical a memorable experience for one and all.

### **Play Day – Friday, May 17**

Children shout their support for classmates in a series of well-planned, developmentally appropriate activities. The children begin the games with a variety of exercises of fun and skill. Parent volunteers contribute much needed assistance.

### **Graduation – Thursday, May 23**

Graduation is the most bittersweet event of the year. Dressed up, the fifth graders actually look ready to leave Manzano Day School — but not without some tears, lots of hugs, music, food, some wise words, and many cheers.

### **Parent Education**

Providing parent education is important to Manzano Day School. On an occasional basis, speakers, panels, facilitators, and others are brought to the school to assist parents in their important job. Manzano Day School hopes parents will plan to participate, and the school encourages parents to bring friends who also have young children. Typically, Manzano Day School asks parents to make reservations for the presentation so that Manzano Day School can provide adequate accommodations.

### **Development Office and Special Events**

As in other independent schools, Manzano Day School relies on charitable giving to cover the total cost of educating a child. Fundraising—a crucial part of Manzano Day School's budget—helps to balance the budget while keeping tuition increases as low as possible. At the heart of the school's fundraising efforts is the Annual Fund, which directly benefits every aspect of Manzano Day School life. Funds are used for immediate need costs including professional development, program enrichment, facility maintenance and other areas that vary from year to year. Donations are tax deductible and every gift, regardless of size, is appreciated.

Gifts to the Annual Fund come from trustees, parents, alumni, grandparents, parents of alumni, and other friends in the community. Oftentimes in consideration of their own level of giving, major donors, corporations, and foundations look at the level of support from the immediate community as a measure of commitment to the school and its mission. For the 2017-18 school year, 100% of the trustees, faculty, and staff and over 90% of our families showed resounding support by making a donation to the Annual Fund. The Annual Fund Drive begins with a solicitation mailed near the start of the school year, and it is hoped that all parents and friends of Manzano Day School will support the Annual Fund to the best of their ability.

The 18<sup>th</sup> Annual Manzano Day School Golf Tournament will be held on Friday, October 5 at Sandia Golf Club. Proceeds from the golf tournament benefit the Wings program at Manzano Day School, an on-going campaign which provides full scholarships and related support to academically-promising students from economically disadvantaged families. Please visit the website or contact the Development Office for more information on player registration and/or sponsorship.

In addition to the golf tournament and the Annual Fund, focus will be on raising funds for the general endowment. We are currently in the midst of an initiative to increase the general endowment by \$3 million. The endowment is a vital investment in the future. A gift to the endowment is one of the most powerful ways you can support Manzano Day School. The purpose of the general endowment is to secure our school's financial stability and sustainability, and to facilitate long-term financial planning. It is also important to current Manzano Day School families, providing accessibility and affordability. A strong endowment impacts all our families by minimizing the rate of annual tuition increases.

The Good Apple award will be presented to a special member of the Manzano Day School community at an event in the spring. This award is presented every other year to a distinguished alumnus, trustee, teacher, or friend. The recipient embodies the spirit of Manzano Day School and is loyal to the school's mission. Outstanding service, major contributions, and length of association complete the criteria used to select the recipient.

## **10. SCHEDULE, VACATIONS, HOLIDAYS, AND SNOW DAYS**

### **Typical Weekly Schedule**

Manzano Day School tries to provide a secure, predictable setting for its students while also trying to lead them to a tolerance for flexibility. At the Back-to-School Orientation, a child's teacher describes the weekly schedule for the child's class. All classes have scheduled recesses and lunch break. In the pre-kindergarten and kindergarten area, appropriate daily times are allotted for rest and snack.

### **Religious Holidays**

Manzano Day School recognizes and supports children's absences for religious holidays. They are excused absences, and the teacher will provide the child with missed work.

### **Attendance**

Success in school is dependent upon consistent school attendance. School begins promptly at 8:30 a.m. Playground supervision begins at 8:15 a.m. If a child is on campus before 8:15 a.m., he/she will be sent to the before-school Extended Day Child Care Program, for which parents will be charged.

Missing class discussions and explanations puts a child at a disadvantage. **Excessive absences or excessive tardiness are remarkably disruptive to the routines of students and teachers. If a child's attendance or tardiness becomes a problem, a conference will be called with the Head of School to discuss possible solutions and/or consequences to this serious problem.**

- **Absence:**

- 1) An **authorized absence** is an absence caused by uncontrollable events: **illness, tragedy or death in the family, religious holidays, or a transportation breakdown**. Class work, homework, or tests missed during an authorized absence may be made up and will receive full credit. The classroom teacher will work with the parent(s) to make arrangements for make-up work.

**PROCEDURE:** Parents should call the attendance line at **217-0611**: leave their name, their child's name, their child's teacher, and reason for the absence. In case of an illness, please include information in the message as to the nature of the illness so Manzano Day School might monitor and inform parents should any contagious outbreak occur. **Any child with a temperature of 100.3°F or higher cannot be allowed at school.**

- 2) An **excused absence** is one chosen for family occasions or for the pursuit of outside interests: Family celebrations (weddings, anniversaries, graduations, birthdays, etc.), accompanying parents on trips, horse shows, tennis tournaments, and the like. Although Manzano Day School prefers that its students are in class as much as possible, the school recognizes the importance of shared family experiences. Therefore, the school will make arrangements for the make-up of schoolwork missed through excused absences provided the request for this type of absence is made in advance and in writing to the Front Office. Manzano Day School requests that unscheduled vacations are kept to a yearly minimum and that plans are discussed ahead of time with the classroom teacher to provide assignments before departure. This will enable a child to return to class with minimal interruption to his/her school progress.
- 3) An **unexcused absence** is one that is neither "authorized" nor "excused." In all cases of unexcused absences, the student will be held accountable without additional teacher assistance for material presented, discussed, or reviewed during absence(s).

- **Tardiness:**

**School begins promptly at 8:30 a.m.** When a child arrives late to school, the entire class is disrupted. If a child is not present by the time attendance is submitted, he/she is counted as absent. **Any child arriving after 8:30 a.m. must report to the Front Office to receive a tardy slip** to give to his/her teacher to ensure that the attendance report is corrected and recorded. This procedure prevents the widespread panic that occurs when Manzano Day School calls home to report a child absent, only to learn that the child was dropped off at school, albeit tardy.

**Manzano Day School believes tardiness is more of a parent problem than a child problem.** If a parent is chronically late in bringing a child to school, the child's teacher will talk to the parent to see if some suggestions could result in more promptness. If that is unsuccessful, the Head of School will contact the parents.

- **End of the School Day:**

Pre-kindergarten and kindergarten students are dismissed at 3:15 p.m. First through fifth grade students are dismissed at 3:30 p.m. Each child is expected to go directly to one of the pick-up areas or to the after-school Extended Day Child Care Program. If a child is not picked up by 3:45 p.m., he/she will be sent to the Extended Day Child Care Program, and the parent will be charged accordingly. There can be no exceptions to this policy, as Manzano Day School feels a responsibility to supervise children until they are released to their parents or designated caregivers.

## **Snow Days**

Manzano Day School typically cancels school on those days when Albuquerque Public Schools (APS) cancels classes because of inclement weather and/or poor driving conditions. Listen to KKOB-AM and FM radio, KOB TV4, or check the Manzano Day School website for information. Administration will attempt to send out an emergency email with snow delay information to the email address designated on the Emergency Contact Form. There will be **no Extended Day Child Care Program** on these days. If APS announces an "abbreviated schedule," typically Manzano's school day will begin at the same time as APS and the Extended Day Child Care Program will be offered in the afternoon.

The Manzano Day School automated phone system may be activated whenever there is a delay, cancellation, or if Manzano Day School chooses to follow a plan separate from APS. The automated phone system is to share important information. The Head of School will decide when to implement the automated phone system.

If during the day a serious snowstorm should develop, Manzano Day School may announce an early closing. Announcements may be heard on KKOB AM and FM radio or KOB TV4 and an emergency email will be sent. There will be **no Extended Day Child Care Program in the afternoon**. However, children will not be left unattended. It is the parents' responsibility to check the [www.manzanodayschool.org](http://www.manzanodayschool.org) web site for updates.

## **11. DISCIPLINE**

### **Philosophy**

Manzano Day School believes all members of its community must exhibit the institutional Core Values of respect, responsibility, integrity and striving for excellence. The entire Manzano Day School community - children, parents, board, administration, faculty and staff – are urged to model the core values. Such modeling is inherent in personal behavior as well as instructional moments in the classroom.

Of course, children sometimes go beyond the boundaries of acceptable behavior. Usually, those occasions present excellent opportunities for problem solving. The teacher will first help the child identify the problem, and second, lead the child to explore solutions to the problem.

### **Statement on Bullying**

Manzano Day School's goal is to create a safe community. Bullying in any form is not acceptable behavior at Manzano Day School. Bullying can be defined as, but is not limited to:

- Direct or indirect, blatant or subtle, repeated or intentional actions between students in which there is an imbalance of power.
- Any behavior considered physical, social, verbal or written aggression; intimidation or sexual or racial/ethnic harassment.
- Cutting someone off from essential relationships.
- Isolating an individual by making him/her feel rejected by the community.
- Spreading of malicious gossip and rumor via any communication medium, including text messaging, instant messaging, email, or social networking websites.

Students, teachers and parents are all part of the solution when an instance of bullying comes to the school's attention. Depending upon the severity of the action, Manzano Day School may attempt the problem solving philosophy described above. Otherwise, Manzano Day School may impose disciplinary procedures discussed below.

Bullying that occurs between or by Manzano Day School students outside of the school or school events, is a reflection of student behavior and may affect the school community. Manzano Day School reserves the right to take any disciplinary action for any violation of Manzano Day School's Statement on Bullying, whether such bullying occurs on or off campus.

### **Disciplinary Procedures**

Sometimes, however, Manzano Day School must impose disciplinary procedures. The following list is not hierarchical and may be implemented in any order.

- 1) **Teacher Warnings:** The nature of teacher warnings is highly individual. Often the class agrees on the expectations; sometimes, a teacher has a few techniques for discipline, which have been successful for years. Further, warnings provide children the opportunity to correct their own behavior.
- 2) **Time-Out:** A time-out involves separation from the group. The locations and conditions of a time-out also vary by teacher.
- 3) **Child Sent to Head or Associate Head:** Sometimes it is effective for a child to meet with an administrator. Perhaps it can reinforce what the teacher has said or perhaps it can offer a place to cool down. It is not a punishment to be sent to an administrator. It is merely another possibility for communicating effectively with a child.
- 4) **Conference:** Depending on the seriousness of the problem, a conference may be called which may include any, some, or all of the child's teachers, the parents, an administrator, and a psychologist, or other professional employed by the family to offer assistance with the child. Contracts may be written and signed by those in attendance citing specific rewards and consequences. Determination of consequences of continuing actions may occur at this time or will occur subsequent to the conference.
- 5) **Suspension:** There may be an occasion when the behavior of a child might warrant suspension from school. Only the Head or Associate Head of School may suspend a child.
- 6) **Dismissal:** Rarely, the Head of School may need to ask a child to leave the school permanently due to irreconcilable differences between the school, child, and/or the parent(s).

It is possible that a single discipline situation may warrant consequences that include suspension or expulsion. Parents must be aware that the relationship between Manzano Day School and them is a voluntary one that needs to be based on mutual trust and mutual respect. If the relationship between a family and the school is not working, in the opinion of the Head of School, a family may be required to leave Manzano Day School.

## 12. SCHOOL LIFE

### Promotion/Graduation

A student is promoted to the next grade based on the successful completion of the year's curriculum. By successfully completing fifth grade, a child will graduate from Manzano Day School. If tuition or other charges are 30 days or more past due on a fifth grade student, the student may not be able to fully participate in graduation.

### Teacher/Class Assignment

One of the great moments of any school year is finding out who a child's teacher is and who their classmates are. Manzano Day School strives to employ diverse, experienced and dedicated teachers. Manzano Day School spends numerous hours placing children in classes that will challenge, teach collaboration and inspire *Joy in Learning*<sup>®</sup>.

In the spring, parents will receive a Class Placement Questionnaire to share information about how their child learns, how their child responds to situations, and how he/she feels about school. Manzano Day School encourages parents to communicate their thoughts to the child's current teacher before the end of the school year. Do not request specific teachers. It is important to turn in this form by the due date in order for parent's input to be optimally utilized in the placement process.

Keeping in mind what Manzano Day School knows about its teachers, each child, the interpersonal relationships among the children, and what Manzano Day School has learned from parents, the faculty and administration, it composes the classes. The process begins in late spring; the lists are usually completed in mid-summer. Families should expect to hear about their class assignments around the first of August.

### Dress and Dress Code

Manzano Day School encourages parents to provide clothes for their children that are neat, practical, and appropriate for active play. In particular, Manzano Day School urges parents to buy their child sturdy shoes with rubber soles – of the running/walking/aerobic/sneaker variety. **Children must have a pair of the above type of shoe for PE.** If a child does not wear this type of shoe regularly, an appropriate pair should be left at school for PE. Manzano Day School also encourages a hat, sunscreen, and sunglasses for all outdoor play or PE activities.

Students should not wear short shorts, flip flops, halter tops, tops with bare midriffs, or other clothing along these lines. Children may not wear clothing which is offensive to others or deemed inappropriate by the Head of School. Jewelry is best left at home as it can cause injury, and it often gets lost.

### Recess

Thanks to the weather in New Mexico, very few days pass without recess. Manzano Day School's campus has excellent play equipment and room for group games. Teachers and staff supervise recess.

### Lunch

Lunch Orders are placed daily by 8:45 a.m. Once an order has been placed, parents are responsible for the payment. Manzano Day School will bill for lunch orders on the regular monthly statement. Lunch information and menus are available on the Manzano Day School website and in the Front Office.

## **Cell Phones**

Manzano Day School recognizes that technology has improved over the years and that cell phones and other mobile devices may serve a useful purpose when used in an appropriate setting. While a child may bring a cell phone to school for emergency use only, Manzano Day School requires that it not be displayed or used while at school, traveling on the school bus, in vehicles or during field trips. Any mobile device (laptop, tablet, etc.) brought to school for academic purposes may be used only with explicit permission and direct supervision of a teacher.

## **Toys from Home**

**All electronic toys should stay at home, since they are particularly disruptive in classrooms.**

On occasion, children bring items from home for Show-and-Tell; however, those items remain in the classroom during the school day.

## **Pets**

Due to the risk of bites, scratches, and allergies, pets must not be brought to school without prior permission from the Head of School.

## **Field Trips**

Field trips are carefully planned by teachers to teach some aspect of the curriculum. Whenever possible, school vehicles transport the children; however, parent volunteers also drive on occasion. Sometimes there are circumstances which limit the number of parent drivers on a field trip. It is important to respect this limitation and work cooperatively with the teacher. Manzano Day School encourages parents to participate in field trips, whether or not they drive, as it is a great way to be a part of their child's school experience, as well as a great help to the teacher.

Each Manzano Day School student must wear a seat belt, and **may not sit in the front seat of any vehicle equipped with airbags**. Please remember to follow guidelines regarding seat belts, booster seats and airbags (see prior section entitled Seat Belts, Booster Seats and Airbags). Anyone wishing to drive for a Manzano Day School event must check with their child's teacher for the approval process. Only approved drivers may drive on a field trip (See prior section entitled Driver's License Check). Parents driving children must return directly to school without stopping for treats (fast food, ice cream, etc.) unless prior arrangements were made for the entire class.

**Each student must have a field trip release form on file to participate on the field trip with the class.**

Chaperoning/Supervising a Field Trip:

- A parent's primary responsibility is to assist the teacher and supervise the students in one's care. This usually includes keeping track of the students, keeping students involved in the activities, and making sure the students listen when someone is talking.
- When supervising a field trip, it is very important parents participate in activities with the students. Socializing with other parents should be kept to a minimum.
- Siblings are not allowed on field trips without prior permission from the Head or Associate Head of School.
- The teachers need parents to be their eyes and ears. The teacher is supervising the entire field trip. Parents are in charge of their small groups, but should inform the teacher if they need

assistance in handling a difficult situation. It is expected that parents will take immediate action if a student is in danger.

- Before each field trip, students are reminded of school rules and to respect all adults on the trip. Parents should speak with the teacher if there are any problems.
- Bringing money will be addressed by the classroom teacher specifically for each trip.
- Field trip volunteer drivers may not use cell phones or mobile devices for any reason while their vehicles are in motion.
- The parent who is unable to follow the Field Trip Guidelines will be asked not to drive or participate for future field trips.
- Chaperones should not make stops for items such as candy, soda or ice cream. These items are meant as examples and should not be construed as a full list.

### **Fenton Ranch Program**

Manzano Day School is very fortunate to have an extension of its campus in the Jemez Mountains. All classes from pre-kindergarten through fifth grade visit Fenton Ranch each school year. Fenton Ranch is a resource that adds dimension to Manzano Day School's on-campus program, as it provides opportunities for different types of interactions, including hands-on studies of nature, the environment, and the opportunity to develop personal reliance skills.

#### **Fenton Ranch Mission Statement**

*The mission of the Fenton Ranch Program is to provide all Manzano Day School students with yearly environmental education or outdoor education experiences. This unique opportunity for repeated visits not only offers a chance to take part in a variety of learning experiences, but it also provides students with the chance to build a sense of place within a beautiful natural area.*

*Environmental education lessons teach basic ecological concepts, instill positive feelings toward the natural world, and help students understand their impact on the natural world. Exciting, hands-on activities are designed to bring concepts into the concrete and create situations where the feelings can be developed.*

*Outdoor education activities enrich the school's curriculum in science, social studies, writing, art, etc. by applying these lessons in an outdoor environment; teaching outdoor recreation skills such as hiking; and providing a setting where socialization experiences can help a class develop as a group and help individuals learn ways of interacting with peers.*

*While each grade level focuses on a specific theme or concept during their visit to Fenton Ranch, all grades share common elements such as daily journal writing; free time; modeling and practicing good environmental habits; demonstrating respect for the natural communities at Fenton Ranch and the plants and animals that live in them; and participating in the care of Fenton Ranch by helping with cleaning, washing dishes, composting, etc.*

The program for pre-kindergarten through second grade focuses on outdoor education, curriculum enrichment, outdoor recreation, and socialization. It is an environment where students can apply things they've learned in the classroom in a place unlike home or school, and where students can develop an appreciation for all that is available in a natural environment.

Manzano Day School's third through fifth grade program focus is environmental education — learning fundamental ecological concepts, developing a personal relationship with the natural world, and lessening a

person's impact upon the planet by using less energy and fewer materials. Manzano Day School wants students to see that each person must be personally responsible for his/her actions if people are to deal successfully with environmental problems.

The pre-kindergarten Fenton Ranch trip is a family day at the Ranch. The kindergarten, first grade, and third grade classes visit Fenton Ranch in the spring for one to three days. The second, fourth and fifth grade classes visit Fenton Ranch in the fall for two to three days. The fifth grade classes also go to Fenton for one day in the spring.

The Fenton Ranch programs are planned and led by the Fenton staff and Manzano Day School faculty. Parents are also an integral part of the programs. There are often opportunities for parents to share particular skills, knowledge, or interests they have with the children. Adult/parental supervision is open to all parents in each class for the kindergarten trips and six parents per class for the first through fifth grade trips. As there are usually more volunteers than spaces, preference will be given to a parent who has not had the opportunity to attend Fenton Ranch with the current child. A lottery system will be used to determine chaperones. In first through fifth grades, more than one parent of the same child will not typically be allowed to chaperone at the same time.

Since Fenton Ranch programs are an integral part of the Manzano Day School curriculum, all student fees for these experiences are included in tuition. Parents are encouraged to take the opportunity to visit Fenton Ranch with their child's class once during their child's time at Manzano Day School, if possible. It is an exciting program, and parents are urged to become involved.

### **Fenton Ranch Summer Camp Mission Statement**

*The mission of Fenton Ranch Summer Camp is to provide a healthy, safe, nurturing atmosphere in a natural setting in which young people can learn about themselves, their peers, adults, and the natural world.*

Manzano Day School accomplishes this by providing secure, comfortable facilities and a well-trained and experienced staff. The maximum enrollment is 20 campers per session with a staff-to-camper ratio of better than one to three. Manzano Day School's programs vary depending on the age of the campers and the type of session they are attending, but they are all designed to be exciting and to take place outdoors as much as possible. Manzano Day School introduces children to the natural world in ways that are non-threatening. Manzano Day School wants them to feel at home in the natural world and to enjoy being outdoors. Manzano Day School emphasizes first-hand contact with the natural world, team-building activities, and outdoor recreation activities. Manzano Day School avoids things which it feels may detract from this, such as stressful challenge events, scary stories, or forced hikes.

Manzano Day School also models good environmental habits by recycling materials, composting food scraps, avoiding overly-processed and packaged foods, and not using throw-away plates, cups or utensils. Enrollment in summer camps will be limited to Manzano Day School students, alumni, and friends of Manzano Day School families.

### **Parties**

Children look forward to classroom parties as eagerly as to field trips. Generally speaking, parents volunteer to help with parties at Halloween, Valentine's Day, in conjunction with holiday programs, and at the end of the year. Manzano Day School allows only one off-campus, end-of-the-year party for each class. Manzano Day School asks that food be moderate in amount and sugar content. For the safety of the students, NO pool parties are allowed. The only exception is the 5<sup>th</sup> grade end of year school sponsored function.

All flower and present deliveries should be delivered to the Front Office, NOT brought to the classroom.

Birthday parties for individual children should not be held in the classroom. Manzano Day School asks that only a small treat is brought in to mark the day, if desired. Please plan parties off-campus during off-school hours. Invitations cannot be distributed at school unless the entire class is included. Manzano Day School **encourages parents to consider the feelings of all students in the classroom. Manzano Day School strongly discourages limited invitations for parties that depart straight from school.** Children's feelings are hurt when they are left out of any party. If parents must limit the number of invitations, Manzano Day School encourages parents to discuss the need for discretion with their child.

### **Lost and Found**

If parents label those pieces of their child's clothing which parents anticipate might come off during the day, the "lost" generally will be "found" within a day. If parents do not, Manzano Day School's great Lost and Found boxes will fill to the brim with clothing, which will be periodically donated to charity. There is one intermediate step: the school hangs all the clothes on a line two or three times a year for parents claiming. The times will be announced in the *Friday Bulletin*.

### **Homework**

Homework formats and procedures are developed by grade level. It is important that all children at each grade level be assigned similar amounts and types of homework. Homework is meant to review and reinforce classroom work. Homework gives responsibility to all concerned — the parents, students, and the teacher.

Parents play an important role in the establishment of positive homework routines. They should establish a quiet homework environment and assist the child by setting aside a time in the family's schedule for homework. Parents must allow their child to try his/her best to complete assignments on his/her own. Parents are encouraged to discuss the concepts presented by the assignment but are not expected to teach the content of the assignment. Imperfections in the child's work are allowable and do not need to be corrected by the parent.

It is the student's responsibility to complete his/her assignments, to work neatly, and to return the homework to school within the designated time frame established by the classroom teacher.

The teacher's responsibility is to acknowledge successful homework habits through praise and record keeping and to contact the parent if a consistent pattern of incomplete or missing homework begins to occur.

The following is a general overview of homework expectations at each grade level:

**Kindergarten:** Daily homework requirements are not a part of the kindergarten curriculum. There will be times when a child is asked to participate in activities at home that will then be shared as a classroom experience. Because of their developmental ages, kindergarten children need parental assistance and support. Parents are also encouraged to read with their child on a daily basis, as research has shown that this is a key element in developing strong readers.

**First Grade:** Families are encouraged to work with their child 30 minutes every night on reading and math concepts. This work should include nightly reading, class reading assignments, and basic math facts practice. The nightly reading may be shared reading, the child reading to the parent, and/or the parent reading to the child. As the year progresses occasional

homework assignments and projects may also be sent home as they relate to concepts being introduced and reinforced, in addition to the nightly thirty minute homework for reading and math concepts.

Second Grade: The main purpose of homework assignments in second grade is to assist the student in forming good study habits associated with homework. Primary to this goal is the establishment of student responsibility. Assigned homework is different from the suggestion that children read nightly, in that it requires a product that is due and can be accounted for by the teacher. The content of the assignments will vary according to seasonal themes or units of study and may reach across curriculum areas. Homework assignments are generally short term with most being due within the week. They should require no longer than 30 minutes to complete.

Third Grade: Third graders have daily homework. Generally, homework will require about 30 minutes per day. This should include daily study of the spelling list, as well as a special assignment such as math, language, creative writing, handwriting, or social studies. Additionally, children are encouraged to read at least 20 minutes each night. This could include a mix of a child reading independently, reading to a parent, as well as a parent reading to the child. If a child is having difficulty completing the assigned work it is important to communicate this to his/her teacher as soon as possible so the problem can be addressed. Although everyone has times when it is not possible to complete homework by the date due, it is expected that children regularly complete and turn homework in on time.

Fourth Grade: Each week a child will have an average of 55 minutes of homework per night (Monday through Thursday), 20 minutes of which will be reading. Homework may be assigned on a daily or weekly basis. There will be no formal weekend homework assigned except to work on long-term projects. Children are responsible for any unfinished class work and will be expected to take such assignments home to complete. The unfinished class work is not considered part of assigned homework and does not count as part of the 55 minute average per night. Parents should contact the classroom teacher if their child is bringing a large amount of class work home on a regular basis. It is the child's responsibility to check with teachers for make-up work missed during absences. Parents are requested to contact teachers one week in advance if they know that a child will be absent for reasons other than illness so that arrangements can be made for missed work. If a child is spending extended periods of time completing assignments or is struggling with content, please contact the teacher so adjustments can be made to ensure each student's success.

Fifth Grade: Homework reinforces newly acquired skills as children apply what they have learned. It is designed to help children develop initiative, independence, and responsibility. Fifth graders will have regular nightly homework assignments. They should spend approximately 60 minutes nightly on homework (at least 20 minutes of this should be reading).

Assignments should be written in Daily Planners, so it is essential that students have their Planners with them at school and at home. The teacher will give long-term projects to students in written form well before the due date.

Fifth graders are expected to make up work that is missed due to absence, and it is their responsibility to check with each teacher to see what has been assigned and when it is due. Students may receive lower grades for work that is turned in late.

Study time should be built into each child's out-of-school routine. A schedule that provides adequate time for homework will prevent last minute panic and give children time to do a thorough job. It is important for parents to provide a quiet place for children to work and give minimal help unless the teacher requests additional assistance. Students might need help in proofreading written work or reviewing for a test. We encourage students to call classmates if they need details (pages, problem numbers, etc.) about an assignment.

If there is an important reason that the homework cannot be completed, students should talk to the teacher as soon as possible. In order to develop independence and responsibility, we ask that parents not bring in homework that has been forgotten at home or in the car.

### **Make-up Policy for Middle School Visits:**

Please inform your student and their teachers as soon as the visits are scheduled. Students will be given a form to take to teachers for missed work. We would prefer to give the assignment in advance of the visit. In some cases, students cannot make up the class activity and will be given alternative assignments.

### **Make-up Policy for Family Trips:**

Please try to avoid lengthy family vacations during the school year. Educational research shows that there is a direct correlation between student attendance and achievement. Sustained absences impact a child's academic performance. Manzano Day School asks that parents notify their teachers a week in advance. Students will be given alternative assignments which should be turned in on the day they return to school. Some assignments cannot be made-up as they are discussions or activities done on that particular day in class. If less than a week's notice is given, students will be asked to make-up the work after the vacation.

Homework at any level should encourage self-discipline, foster good study habits, and motivate a child to want to learn more. Students need parental support and encouragement. **Parents of students who have difficulties or have questions should speak to the teacher.**

### **Testing**

Student progress is measured and reported in many ways. Among these is the CTP 5, published by the Educational Record Bureau (ERB), which Manzano Day School administers during the fall to grades three through five. The test of choice among independent schools, the ERB provides norms for independent schools, suburban schools, and public schools nationwide. The tests are machine scored individually and analyzed as a group, providing comparisons for Manzano Day School with the types of schools mentioned above.

Test summaries will be mailed to parents after Manzano Day School receives them from the ERB. Parent meetings will be scheduled for discussion of the scores and testing procedures at different grade levels.

The WRAP, a writing skill evaluation instrument, is given to grades three and four to assess writing strengths and relative weaknesses. This test is also published by ERB and is an accepted standard for use in Independent schools. Results are mailed to parents after they are compiled by ERB.

Reading and spelling assessments are given at the end of the school year to students in grades one through five to measure their progress in reading.

**Sibling Admission Policy**

There is an application deadline for all siblings of December 15. The admission committee starts reviewing folders in December with final decision letters being mailed the first week of February. Therefore, Manzano Day School requires its parents to complete the admission process for a sibling no later than the December 15 deadline in order to be included in the “sibling preference pool.” Each year parents may start applying on August 1 with submission of the application, parent questionnaire and application fee through Manzano Day School’s website. This policy is in place to guarantee that no sibling will have to be placed on the waitlist and possibly not be given a spot for the year they apply.

**13. BEFORE- AND AFTER-SCHOOL PROGRAMS**

Manzano Day School offers the **Extended Day Child Care Program** to assist families in their need for quality before and after school programs. **Sensations Workshops** is a program for Manzano Day School students that offer innovative, informative, creative and fun workshops that develop new interests, skills and strengths.

**Extended Day Child Care Program**

The Extended Day Child Care Program is for families who need care for their children on a regular or as-needed/emergency basis. This service takes place in an enjoyable environment and provides snack, recreational play, age-appropriate activities like arts and crafts, weaving, cooking, literature, and games that are interesting and fun. This program is available at a Half-Hour, Hourly or Monthly Rate.

Students participating in other activities after school, i.e., Science Club or Sensations Workshops, wait in the Extended Day Child Care Program prior to their activity. Teachers conducting workshops or clubs gather children from the Child Care program and take them to their classrooms. Once the activity ends, students who are not picked up from their workshop or club are sent to the Extended Day Child Care Program. At that time families will incur the half-hour or hourly fee for this service.

Extended Day Child Care is also available for some of Manzano Day School parent education nights. On these nights, Extended Day Child Care ends its regular session promptly at 6:00 p.m. so that the staff can prepare for the next shift. Child care for the evening session begins promptly at the scheduled time and not before.

Due to an increase in food allergies, students will eat personal food and snacks outside before entering the Growney Assembly Center (GAC) after school. Students will wash their hands after eating. The snacks served in the GAC will be provided by the Extended Day Program. We appreciate your help and support in keeping the GAC safe for all our students at Manzano Day School.

Extended Day Child Care fees for the 2018-2019 school year are listed below.

<b>MORNING SESSION:</b>	7:15 a.m. – 8:15 a.m.
Hourly Rate:	\$ 8.10 per hour or any portion thereof
Monthly Rates:	\$ 68.00 per month [10 hours or less]
	\$ 106.00 per month [11 hours or more]

**AFTERNOON SESSION:** 3:30 p.m. – 6:00 p.m.

Half-Hour Rate: \$ 4.25 per half hour or any portion thereof

Hourly Rate: \$ 8.10 per hour or any portion thereof

Monthly Rate: \$ 290.00 per month

Extended Day closes promptly at 6:00 p.m. and a late fee of \$15.00 per  $\frac{1}{4}$  hour or any portion thereof is posted at 6:01 p.m., 6:16 p.m., etc. **Extended Day is Closed WHEN SCHOOL IS CLOSED.** Families who are late too often or fail to adhere to the spirit or letter of Extended Day rules may lose the privilege of using Extended Day. Parents should check their copy of the *Friday Bulletin* for information on the days that Manzano Day School is closed and for any other information about Manzano Day School's Child Care program.

#### **Monthly Rates:**

- The monthly rate is not prorated and is non-refundable if a child does not attend the full month.
- Children registered at the Monthly Rate receive a 15% discount on the Sensations Workshops Program. This rate only applies to regular school days. Some days require more staff and are billed at the Half-Hour and Hourly Rate.
- Families that choose the morning Monthly Rate will have fees that differ from month to month depending on the total number of service hours their children have used. For 10 (ten) hours or less, the morning Monthly Rate is \$68.00; for over ten (10) hours the Morning Monthly Rate is \$106.00.

#### **Half-Hour and Hourly Rates:**

- In the morning, the hourly rate applies for any portion of an hour. In the afternoon, the Half-Hour Rate will be charged for thirty minutes or less; the Hourly Rate applies after thirty minutes. Monthly Rates do not apply on special days such as Parent/Teacher Conference days. These require more staff and are billed at the Half-Hour and Hourly rate. Registration for these days takes place on a first come, first served basis. Registration forms for these days can be found on the website.

#### **Procedure:**

- It is a state requirement that upon arrival to the Extended Day facility, the parent or guardian must sign their child into the program each morning and out of the program each afternoon. Children will not be released to anyone other than those who have been listed on the child's Manzano Day School Student Contact and Family Directory form unless Manzano Day School receives express permission (written or verbal) from the parent and/or guardian to do so. Along with the written permission slip this individual will also need to provide a picture ID. Currently the Extended Day Child Care Program is held in the Growney Assembly Center (GAC).

All Manzano Day School students are automatically registered to attend Extended Day Child Care Program on a Half-Hour and an Hourly Rate for regular school days. Many times, parents are late picking up their children because of traffic delays, car trouble, etc. and Manzano Day School's services are readily available. For the safety of students, it is the responsibility of teachers and staff to send any child on campus without adult supervision before 8:15 a.m. or after 3:45 p.m. to the Extended Day Child Care Program. The child's family will incur a child care fee.

If parents wish to use Manzano Day School's service on a regular basis, registration for the monthly rate is available. These arrangements need to be made with the Director of Extended Day Child Care Program. Billing for Extended Day services occurs monthly. Changes to a family's billing status (Monthly or Hourly Rate) can only take place at the end of the month prior to the next monthly billing cycle.

## **Sensations Workshops Program**

The Sensations Workshops Program is available to all Manzano Day School students. This program offers innovative, informative and creative workshops, which develop new interests, skills and/or strengths. Sensations Workshops take place in the safe environment of Manzano Day School's campus.

Workshops offered in the past include Music lessons, Origami, Lacrosse, Cooking Around the World, Picture Me in Yoga, T-Ball, African Dance, Self-Defense, Soccer, Chess for Beginners, Kids Martial Arts, Basketball etc., and are conducted at various times between 3:45 p.m. and 6:00 p.m. or before school between 7:00 a.m. and 8:00 a.m. The classes range from 45 minutes to 2 hours per workshop and generally are a total of six hours over a six week period.

Each workshop carries a flat fee, which is not prorated if classes are missed or if the student registered late; the fee is non-refundable once the class begins. Students who participate in the Extended Day Child Care Program at the monthly rate can take advantage of a 15% discount on Sensations Workshops.

The Extended Day Child Care Program is available to Sensations Workshops students free of charge each day before their workshop begins. However, after the activity has ended, children will be sent to the Extended Day Child Care Program and families will incur a Half-Hour or Hourly fee for the service.

## **14. SUMMER SESSION**

### **Summer Discovery: June 3 – July 12, 2019**

The Summer Discovery program ignites the joy of learning in young children. Manzano Day School's playful environment stimulates critical and creative thinking in its participants. Children are guided through exploring, experimenting and problem-solving, thus providing unlimited opportunities to gain confidence and experience success. Each summer session teacher is highly trained to guide this learning process by fostering each child's talents, personality and skill-level. Classes are small in an effort to provide individualized attention. Manzano Day School's educational philosophy inspires excitement for self-discovery and the development of life-long learners.

The *Apple Seeds* program introduces the excitement of learning through hands-on activities, movement, daily themes, cooking, and exploration. A 3-day & 5-Day Program is offered for the Apple Seeds age group. (Must be 3 ½ years old and potty trained by March 31, 2018)

The *Apple Blossoms* (entering 1<sup>st</sup> graders) program inspires critical and creative thinking through thematic problem-solving, hands-on activities, cooking, and community service projects.

The *Red & Green Apples* (entering 2<sup>nd</sup> & 3<sup>rd</sup> graders) program stimulates self-discovery and logical thinking through experimentation, problem-solving application of knowledge and skills, cooking, and community building.

The *Gala & Cameo Apples* (entering 4<sup>th</sup> and 5<sup>th</sup> graders) program provides problem-solving experiences that will be used to promote collaboration, communication, critical thinking skills, creativity, and compassion. Cooking lessons and activities are also integrated into the curriculum.

The entire Summer Discovery experience will be enriched with creative writing, problem-solving/math reasoning, visual art, cooking, movement and dance, drama, gardening, geography, technology, field trips, and guest speakers.

Before- and after-care are available.

## 15. HOME LIFE

Manzano Day School celebrates the diversity of homes and families, values, and child-rearing practices represented at Manzano Day School. The school has always attracted an intense, highly committed, involved group of families, who differ widely in their behaviors and beliefs. That makes for a dynamic school, with a wide range of opinions and a highly varied group of children.

Still, there are a few basics that Manzano Day School thinks help children:

- 1) Children thrive on consistency of caregivers, mealtimes, bedtimes, and waking times.
- 2) Parents should please pay attention to their child's television viewing and video gaming habits. Monitor both the content and the duration.

The content of many TV/video games is unsuitable for elementary age children. The situations, as well as the language, **do** influence behavior, and much prime-time TV falls into the unsuitable category. Even shows/games that are not objectionable in terms of situation or language may express values that parents do not share, and such shows at least merit family discussion. Sometimes the effects of TV/video gaming on a child manifest themselves more vividly at school than at home – on the playground and in classroom interaction.

Manzano Day School worries about the duration of time watching TV or playing video games if it becomes excessive, as that might contribute to the passivity of the child. If a child just watches TV or plays video games for more than an hour a day, Manzano Day School suggests that parents encourage other active play.

- 3) Parents should attempt to get their child to eat a good breakfast. Manzano Day School realizes that some children do not like to eat, or are not able to eat right after they get up, but even in that case, adjust the schedule to accommodate breakfast. Much inattention and less than desirable behavior in late morning at school is a direct result of the effects of either no breakfast or an inadequate one.
- 4) Parents should encourage their child to read.
- 5) Parents should talk with and listen to their child. Manzano Day School knows this sounds obvious, but sometimes in this frantic world parents get caught up in their concerns and just let the time to talk with and listen to a child slip by.

**Manzano Day School thanks every family for working with Manzano Day School and encourages families to contact Manzano Day School with suggestions or questions.**

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