



Family Handbook

2011-12

39 Adelphi Street, Brooklyn, NY 11205

www.greenehillschool.org

Main Phone: 718.230.3608

Parent Phone: 718.222.1971

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***Please find the Child Health Examination Form at:**

<http://www.nyc.gov/html/doh/downloads/pdf/hcp/hcp-ch205.pdf>

and

Please find the 2011-12 School Calendar and September Phase In schedule in an emailed PDF.

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CONTACT INFORMATION

Mailing Address:

Greene Hill School
39 Adelphi Street
Brooklyn, NY 11205

Greene Hill School Telephone Numbers:

General Information and School Office: 718.230.3608
Parent Phone: 718.222.1971

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BOARD OF TRUSTEES

Greene Hill School is governed by a Board of Trustees. This Board sets policies, hires and supports the school director, undertakes strategic planning, evaluates the performance of the school and leads in financial support of the school. The Board meets monthly and board members will sit on all school working committees. The Board can be easily reached at board@greenehillschool.org.

Members:

The Board of Trustees is composed entirely of Fort Greene and Clinton Hill residents:

Nanci Berman, Secretary of the board of trustees, is responsible for keeping minutes of board meetings and distributing them to all members. Nanci has a Masters in Elementary Education and taught at the City & Country School for many years. She is mom to two children and lives in Fort Greene, Brooklyn.

Lisa Edstrom, member of the Board and Co-Founding Director of Greene Hill School is responsible for supporting the school as it grows. After nearly ten years as an elementary school classroom teacher, Lisa is currently an Adjunct Lecturer at Barnard College. She holds an M.S.Ed in Early Childhood and Elementary Education and an M.Ed. in Educational Leadership from Bank Street College of Education and an A.B. from Harvard and Radcliffe Colleges. She is currently pursuing an ED.D. in Curriculum and Teaching from Teachers College.

Meeta Gandhi, member of the Board is responsible for acting as a conduit between the parent community and the Board of Trustees. She is a licensed social worker and received her graduate degree from Columbia University. She is an active parent in the school and also works as the clinic director for a child/adolescent out patient program for Community Mental Health, VNSNY.

Leah Krigger, is responsible for overseeing the book keeping for Greene Hill School. Ms. Krigger has a degree in accounting from NYU. For several years she was a tax auditor for the Department of Finance and a non-profit financial director and has led Accounting conferences for CPAs. She currently is a consultant book keeper for several companies. Ms. Krigger has two children and lives in Clinton Hill. Brooklyn.

Peter S. Smith, Vice-President of board of trustees and Treasurer, is responsible for financial oversight and planning. He has an MBA from the Stern School of Business at New York University, and is employed in the Commercial Banking industry at Citi in the Treasury and Trade Solutions

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group.

Christopher W. Spencer, Board President, is responsible for overseeing the Board of Trustees. Mr. Spencer is a registered Architect and LEED AP certified professional. Mr. Spencer is a member of the American Institute of Architects, U. S. Green Building Council and is accredited by the National Council of Architectural Registration Boards. Mr. Spencer's experience is in construction management, educational, commercial and residential design. Mr. Spencer is a father to two children and lives in Fort Greene, Brooklyn.

PROFESSIONAL ADVISORS

- Banking Services provided by Carver FSB
- Latham & Watkins (Pro Bono Legal Services)
- Andre Guthman and Assoc. (Accounting)
- Ira Schwartz, Progressive Brokerage Corp. and Vincent Reda, Main Line Insurance (Insurance)
- Melissa Sandor, Development Consultant
- Todd Rosenthal, Library Consultant

ABOUT GREENE HILL SCHOOL

Welcome to Greene Hill School!

Greene Hill School is a progressive independent school for children ages three-thirteen. GHS was founded by parents and educators who envisioned an engaged and socially responsible community of active learners. Greene Hill School has small class sizes and staff dedicated to supporting children as they become confident in their abilities to explore, learn, demonstrate compassion, and be inspired.

Our students are directly engaged with the world, from growing plants in their community garden to connecting with people who work and live in Brooklyn. We provide open-ended materials and experiences and emphasize inquiry in the classroom.

We at Greene Hill understand that realistically it is a challenge to operate an independent school with low tuition rates, but are committed to working toward our goal of having Greene Hill School be a viable option for members of our community without tuition being a barrier.

History

The idea for Greene Hill School began when a group of Fort Greene and Clinton Hill parents and educators and friends were looking for a progressive school with small class sizes for their children. As the notion to create a new school took hold the planners wanted to assure that the school was both local and affordable. In fall of 2009, the first class of eight four and five year old children started learning together with the school's first teacher in a sunlit loft in Clinton Hill. In 2010 the school more than doubled in size, sharing space with the FGCH Co-op Pre-School. Now in 2012, with close to seventy families of children ages 3-8, Greene Hill School has found our permanent home in a beautiful and spacious building on Adelphi Street.

Our Mission

Greene Hill School is an independent school for children ages three through thirteen that serves the need of the Fort Greene/Clinton Hill and surrounding Brooklyn communities for affordable and progressive education. We actively involve families in their children's school and children in their own education. We promote learning through an interdisciplinary curriculum, appreciation of critical thinking and open-ended investigation of neighborhood and beyond. Founded with the understanding that community is the backbone of society,

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Greene Hill School guides children to become dedicated members of a diverse, democratic society.

Diversity Statement

Greene Hill School is dedicated to achieving a racially and economically diverse balance of children and their families reflective of people in the Fort Greene/Clinton Hill and surrounding Brooklyn community. Understanding that tuition is often a barrier to diversity in independent schools, it is the goal of Greene Hill to keep tuition at a minimum for all families.

Educational Overview

At Greene Hill School:

- Caring, motivated and thoughtful teachers bring first hand experiences with people, materials, and places to their work.
- Learning extends beyond the classroom and is enriched by daily interactions in and around the community.
- The arts and physical activity are seen as essential parts of a rich and varied curriculum.
- We assess progress through genuine relationships and observations not standardized tests.
- We cultivate a child's natural creative process, promoting inquiry and self-discovery.
- We foster an environment of working together to create an engaging, supportive and socially responsible community for the children at school and beyond.

Educational Approach

Greene Hill School is a progressive school with an emphasis on community. We value the journey of children's explorations and do not guide them to a pre-determined destination. Young children play to understand their world, and as children grow, first hand experience continues to shape learning at our school. We believe that the process of collaboration and working together strengthens children's ability to be socially active and aware, to think creatively and critically and to build a strong sense of self.

Greene Hill School is committed to offering developmentally appropriate curriculum supported by members of the school community (students, teachers, parents, administrators and community members). Teachers and

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administrators anchor our democratic approach with degrees in education and leadership. Rather than depending on standardized testing, we are dedicated to assessing children's growth and progress through genuine relationships, observations, in-depth discussions, and portfolios.

At Greene Hill School, social studies are at the heart of an integrated curriculum consisting of careful attention to literacy, mathematics, technology, science, movement and the arts. For the youngest children, an emphasis is placed on self and family as children begin identifying who they are in the world. As they grow, 4 and 5 year old children expand on their previous experiences and knowledge to begin thinking about their place in school and their neighborhood. As children develop, so does their ability to comprehend the complexities and abstraction of time and space. 6-8 year olds begin to explore the wider regions of city and state. Still older children, 9-14 year olds, investigate more historic and global themes such as their nation and others in the world community.

Greene Hill School embraces the vibrancy of Brooklyn and New York City. The city is our treasured backyard, providing us with tremendous opportunities to investigate people and places. Our students participate in invigorating partnerships with local art and cultural organizations, businesses and parks as part of their school experience and for the satisfying creative opportunities they provide.

DAILY ROUTINES AND GENERAL INFORMATION

Hours

The day begins at Greene Hill School at 9:00 a.m. and ends at 3:00 p.m. Children may be dropped off in the arts room as early as 8:30 a.m. and parents may drop children off directly in their classrooms starting at 8:50 a.m. All children are expected to be at school and settled by 9:00 a.m. to start the day.

The afterschool program will go from 3:00 p.m.-5:30 p.m. daily.

Security

Every morning you and your child must check in with security. Only authorized parents and caregivers will be allowed in the building for drop off and pick up. In September we will collect names of people who you would like to authorize for drop off and pick up.

Strollers/Child Bikes/Scooters

These may be left in the front entrance of the school as long as they do not block doors, access to the stairs or the security guards movements. Strollers must be folded.

Attendance

Good attendance is important for a successful experience in school. Families should plan their vacations to take place only over Greene Hill School's scheduled breaks. Every school day is planned for by teachers to build on their curricular goals with students and students who miss planned school days can disrupt their own learning and that of their peers. In addition participation in an education programming is mandatory in New York State for children ages 6-16. Attendance records are reported as required by the State Education Department. We appreciate your support in helping your child and family get the most meaningful experience out of school by consistent attendance and enjoying all school get-togethers.

The school day begins at 9:00 a.m. Arrival time is 8:30-9:00 a.m. Children may be dropped off in the arts room as early as 8:30 a.m. and parents may drop children off directly in their classrooms starting at 8:50 a.m. All children are expected to be at school and settled by 9:00 a.m. to start the day.

Late arrivals can be distracting to the class and are a disruption to a child's routine. Children who arrive during morning meeting time may be asked to wait in the office until meeting is over. If your child is going to be more than one hour late, prior arrangements should be made with the teacher.

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Dismissal is at 3:00 p.m. It is expected that children will be picked up promptly, as it can be upsetting for a child who is left after the rest of the class has been picked up. If you are late, your child will be placed in the afterschool class and your family will be charged accordingly. If you are running late, please call the school so that we can prepare your child and the teacher for your late arrival.

Calendar

The academic calendar for 2011-12 can be found in a *separate PDF* emailed with this handbook.

The phase-in schedule for 2011-12 can be found in a *separate PDF* emailed with this handbook.

Daily Schedule

Each day the children will follow certain daily routines. They, along with information pertaining to them follow.

Arrival Time – The school day begins at 9:00 a.m. Arrival time is 8:30-9:00 a.m. Children may be dropped off in the arts room as early as 8:30 a.m. and parents may drop children off directly in their classrooms starting at 8:50 a.m. During this time, parents are encouraged to help their child get settled into school by guiding them as they put away their belongings and find a quiet activity. It is important that the children develop a sense of autonomy, and that parents do not do the children's work for them. It is also important that parents complete the separation process by 9:00 a.m. so that the class may begin its morning meeting without disruption. All children are expected to be at school and settled by 9:00 a.m. to start the day.

Morning Meeting – This is an important daily ritual. It is a time for the class to come together as a community, greet each other, share ideas and learn together. Morning meeting will often be a time for children to engage in shared reading, a math activity and to have a conversation about a topic they are studying.

Worktime – Worktime activities may vary depending upon the day and the current focus within the classroom. Often children will have a choice of more than one activity to engage in during this period. Some worktime activities will take place outside of the classroom and will involve walking trips in the neighborhood.

Snack – Children have a mid-morning snack each day. Families will be asked to

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bring snacks on a rotating basis. A snack list will be available at the beginning of the school year.

Lunch – Children bring their lunches from home. Please send your child with a healthy lunch, keeping sugary products to a minimum. Juice, soda and candy are not allowed. Water is available at the school, but other beverages should be sent with your child. Please do not send lunches that need to be heated or refrigerated. In helping children to become more autonomous, it is important that your child's lunch be in containers that s/he can open and close independently.

Quiet Time – The 4s and 5s children will have a daily quiet time. This is a time after lunch for the children to relax and regroup. Children will rest on individual mats, but will not be expected to sleep. The teacher may take this time to work with individual students while other students look at books or engage in other quiet, independent activities.

Special Curriculum Areas – During the week children will have sports, music, dance, artslab, Spanish, trips to the public library and local playground. These activities will take place during morning or afternoon worktime.

AFTERSCHOOL

Afterschool will be held until up to 5:30 pm every day. There is an additional charge for afterschool averaging about \$10/hour but determined by the course offerings. Open play afterschool will start 9/20 and will cost \$10/hr.

Afterschool Class offerings will be shared by email in September and will begin in October.

The school's summer camp options for 2012 will be listed on the website by April, 2012. There is an additional fee for this program.

ADDITIONAL CLASS AND EVENT INFORMATION

What To Bring

The following is a list of supplies needed for the start of school. Your child's teacher may request additional items and will contact you directly about these. Please be sure to bring the items on this list by the first day of school.

- Full change of clothing (include: shirt, pants, underwear, socks, sweater and mittens).
- Small blanket, pillow and small fitted sheet for rest (4s and 5s classes)
- Box of facial tissues
- 4 rolls of paper towels
- Pump bottle of liquid soap

School Directory

An all-school directory will be compiled by class parents and given out shortly after the beginning of the school year. The information in this directory is for internal purposes only.

Special Events

You may bring in cupcakes to celebrate your child's birthday with the class. Classes for children 8 and up may have different ways to celebrate birthdays. Your child's teacher will let you know more about this at the beginning of the year.

Special Shares – There may be times when a child has a special share that requires the parent to come in, or a parent may want to share a special talent, etc. It is important that arrangements be made with the teacher in advance.

Holidays – Greene Hill School does not sponsor any holiday celebrations. However, we understand that as children learn about one another's families and family traditions, holidays may be discussed and possibly studied. Family members may be invited in to share holiday traditions by leading activities or reading and/or telling stories. Prior arrangements should be made with the teacher.

School Gatherings

All School Get-Togethers, Community Meetings and Family Sings are some of the gatherings we will have during the year and are on our calendar. Additional opportunities to meet and learn from one another will be promoted in advance in order to ease family attendance.

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Field trips

Greene Hill Students are out in the neighborhood and on trips throughout the year. Safety guidelines for these outings are listed under the "Health and Safety" section of this handbook. Parents will be invited to chaperone on trips. All outing permission forms must be completed in order for your child to participate fully in these curricular activities. There may be nominal fees associated with specific school trips and activities. Families will be given ample notice of such fees being due.

Guidelines for Parent Chaperones:

Parent Chaperones are essential for safe and educational field trips. We appreciate parents taking the time to join us on trips and ask that they observe the following guidelines for chaperoning:

- Please make sure you are available to stay with the class for the duration of the trip, as you will be assigned responsibility for a small group of children.
- Teachers usually go over the plan for a trip with their students before leaving -- please be in the classroom during that time so everyone shares an understanding of the plan for the day.
- Please do not buy or provide snacks for any of the children, even your own, on a trip. Teachers always bring and provide snack for the group to be given at a convenient time.
- Please do not buy or give out any other items on a trip.
- Subway trips: children should sit in seats whenever they are available on subway trains, and should not change seats at any time unless they are told to by an adult, for example, to keep a group closer together.
- Make sure you are familiar with any other rules or guidelines established by the teachers for the trip so you are able to support them.

SCHOOL FORMS, TRANSPORTATION AND COMMUNICATION

School forms

It is essential that all families submit the required medical and student information forms no later than the due date. Your child may not begin school without these forms. The forms are located at the end of this handbook in *Appendix 7* and include:

SCHOOL FORMS AND WHAT TO BRING

Copies of the following forms must be completed, signed and returned no later than 8/31/11. Your child may not begin school without all of these forms completed and returned to the school.

- Emergency Contact Forms (2 signed copies)
- Consent and Waiver form for Care of your Child
- Activity and Napping Permission Form
- Photo release
- Permission for Pick-Up
- K-12 Health Form

Getting to and from school

39 Adelphi Street is located between Park and Flushing. If driving, cars can park briefly on the street in front of the building for drop-off. Families may also take a number of public buses to the school and it is in walking distance from the G/C trains.. There is no bike storage available inside the school but sidewalk racks are located toward the flushing end of the building.

Communication

At Greene Hill School we feel that it is essential that there be open lines of communication between home and school. To this end, the school has several structures in place to support this.

PATHS : "Parents and Teachers Helping the School" is our new association. Please see *Appendix 6* for complete details.

Family Directory: Is finalized in September and distributed to all families. It is only for the use of Greene Hill School families.

Community Bulletin Board: Located at the top of the entrance hall-this board may be used for posting events around town, family notices and major community announcements.

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School News Bulletin Board:

Located directly across from the 6s classroom, this board has curriculum updates, information about upcoming school events and activities and is a good place to check regularly for current school news.

Family Mailboxes :

Each child has a family mailbox. Please check your child's mailbox daily, as this is the place where you will find important notices.

Telephone:

While telephone is not the most efficient way to communicate with the teacher during the school day, it is essential that families call to notify the school if there is a change in dismissal plans. In addition, families should notify the school via the parent phone (718.222.1971) by 10:00 a.m. if a child is out sick.

Parent-Teacher Conferences:

There will be two parent-teacher conferences and one family conference (with your child) throughout the school year. These conferences will be scheduled in advance.

Narrative Reports:

Twice a year, families will receive a narrative report describing their child's experience and development at school. The first will come midyear and the final one at the end of the school year. Students are not assigned letter grades.

Student Reports and Teacher Recommendations:

Please give at least three weeks notice if you would like to have a student report and teacher recommendation prepared for your child as part of an admission package to another school. These materials will be sent directly to the school as long as the student's family is up to date with their tuition payments.

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Questions and Concerns--

The directors and staff welcome input from parents concerning their child's needs, interests and developmental milestones. Family events can create shifts in a child's behavior. If the staff is aware of these changes, they can be more sensitive to your child's individual needs.

If you have questions or concerns about your child's work or interactions with other children or daily curriculum please first talk directly to your child's teacher. If you have a question about your child's work or interactions in an area such as music, art etc. please speak directly with that group teacher first. Please keep in mind that the teacher's primary concern during the school day is being with the children, and that you may be asked to schedule an appointment to meet at a mutually convenient time.

If you feel that your questions or concerns have not been fully informed by talking with the teacher our education director and school director are the appropriate people to contact.

If you feel that you need more information or conversation around an area of interest or concern that was not satisfied by your interactions with the above staff please be in touch with the Parent Representative of the Board who will address your issue or forward it to the appropriate committee.

If you have questions about school policy and procedures, admissions, your tuition contract or other financial matters please contact the School Director. Questions about school finances may be first brought to the School Director and then you may be referred to a member of the Board.

PARENT/GUARDIAN INVOLVEMENT

Parents are welcome and encouraged to be active participants in their children's education. Parents are part of a larger community of children, adults, teachers and staff all striving to be respectful and supportive of our mutual goal of creating an ethical and engaged group of learners at our school. We look to parents to model the behavior we expect from our children including active listening, respect for others and ourselves, bringing our concerns to the proper adult and to provide shared and agreed upon consequences for unacceptable behavior. In this positive manner we support the school community that is at the heart of Greene Hill.

Parents are involved at GHS:

- **Throughout the year we set aside important time for our community to enjoy being together.** This community time when we all get to know one another more is at the heart of what makes GHS such a vibrant and caring environment. On our calendar you will find dates for **Community Meetings** (for adults to talk about current school business and socialize), **All School-Get Togethers and Community Sings**. Parents are also invited to talk with their child's teacher about visiting their child's class at 2:30 pm on a Friday-starting in October- (when there is not an all-school get together) to spend time with your child and to take advantage of informal times to socialize like parent coffee hours. As part of our commitment to lifelong learning GHS holds **Community Forums** for parents on parenting and education related topics and is in the process of organizing a book group.

-There will be ample opportunities for family members to participate in **classroom activities** and accompany the class on trips. At times the teacher may send out a call for volunteers. Family members are also welcome to suggest ways in which they may engage with the class. All volunteer time should be related to the curriculum and prearranged with the teacher.

-In addition to participation with the class, families are encouraged to join one or more of the school's **PATHS Committees**. The committee work is essential to the development and sustainability of Greene Hill School. The committees are described in the "PATHS" section of this book (*Appendix 6*). Membership in these committees is open but not limited to parents in the school.

-**Fundraising** is crucial to the sustainability and growth of Greene Hill School. We ask that all parents participate in fundraising activities. In particular by giving names of friends and family to contact for our annual fund, making a

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donation to the annual fund and volunteering for one or more fundraising event such as "The Greene Affair". Rachael Burton, Development Director, will be happy to talk with you about additional opportunities for helping Greene Hill.

-Every year **class parents** are nominated and selected to serve by the parent representative on the school's board. See *Appendix 5* for a description of this important position.

ENROLLMENT AND TUITION

We believe that a progressive community school should be available to families regardless of their economic circumstances. GHS's operating model is designed to be sustainable with less than 50% of the student body paying the full tuition.

For the 2011-2012 school year, full tuition is \$17,000. With the goal of creating a more equal form of payment for our families, GHS has developed a series of tuition tiers. The goal of these tiers is for tuition across the board to be in more equal proportion to income.

Families interested in applying for a financial assessment do so through FACTS Management (<https://www.factstuitionaid.com>). The company does a full financial assessment and makes a recommendation to the school about financial ability for the year. This is an annual application. The school then attempts to match the results of this assessment with one of the current tiers outlined below.

Tier 1-up to \$4,600

Tier 2-\$4,600

Tier 3-\$7,250

Tier 4-\$12,000

Tier 5-\$17,000

Once tuition amount is settled, a deposit of 19% of tuition for the year, plus a one-time materials fee of \$400 is required to reserve the spot offered for the current school year. Families may choose between several tuition payment plans, which are outlined with the contract letter.

Fees

There is an application fee of \$50 per application (due with the application).

There is a one-time fee of \$400 for materials.

There may be nominal fees associated with specific school trips and activities.

Families will be given ample notice of such fees being due.

There is an additional charge for afterschool averaging about \$10/hour but determined by the course offerings.

Summer camp is available for 2012 for an additional fee.

Registration

Once the deposit has been received, additional registration forms will follow.

Families of registered children are expected to attend an orientation meeting

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prior to the start of school. This year orientation will take place on 9/12/11 at 6pm.

Withdrawal and Refund Policy

If parents wish to terminate their child's enrollment, the Directors must be notified in writing. If a child is asked to leave the school based on delinquent tuition payments or for behavior outlined in the "Behavior and Discipline Policy" this is considered an early withdrawal from the School. In the event of early withdrawal for any reason, families will forfeit all tuition paid. Refunds will not be offered.

HEALTH AND SAFETY

The goal of this policy is to ensure the health and well being of each child and prevent the spread of communicable diseases amongst the children and staff. Please arrange to have a back-up caregiver if your child is not healthy enough to attend school. Likewise, be sure that someone is always available to pick your child up, should s/he become sick in school.

Each child's health will be checked as s/he arrives. If the teacher or director feels, at any time during the day, that your child is too ill to attend school or may be infectious, your child will not be allowed to stay. Please make sure your emergency information is up-to-date and that we know how to reach you on a daily basis.

Immunizations

Every child enrolled is required to have the necessary immunizations mandated by New York State health law (see Appendix III). Waivers for immunizations on religious or health grounds can be obtained through the Department of Health. Your child will not be able to attend school without proof of immunization or a waiver form.

Contagious Illness and Infections

If your child develops a contagious illness, please let us know so that we can advise other parents that their children may have been exposed. In some cases, preventative measures may be taken to protect exposed children from the onset of the illness.

The following illness/infections must be reported to the school:

Skin infections such as impetigo, MRSA, lice or scabies, viral diseases such as measles, rubella, chicken pox, or fifth's disease, any form of meningitis, pinkeye, whooping cough, or other communicable diseases. We ask you to notify us if there is any chance of contagion. In case of a contagious illness, all parents will be notified by the director.

Respiratory Illnesses and Colds

Your child may be excluded from school with a runny nose, which may or may not be associated with a fever of 100 or higher, an infected throat, a persistent cough, lethargy, congestion, or general irritability, at the discretion of the teacher and director.

Fevers

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Children must be free of fever for 24 hours before returning to school. The teacher or director will take a child's temperature if a child's condition warrants it.

Diarrhea

A child with loose or watery stools will be sent home at the discretion of the teacher or director. Children who have diarrhea may only return to school after they have had at least one normal bowel movement.

Eye Infections

Children with inflamed eyes, when associated with discharge, must be kept home. A child may return to school only if the symptoms disappear, or with a note from a physician stating that the eye condition is not contagious.

Chronic Non-Contagious Ailments

If your child has a chronic ailment, such as an allergy, please notify the director and your child's teacher. Allergy symptoms can be confused with cold symptoms. Your input will help us to determine if your child can be at school safely.

Lice

If your child has lice, do not send him/her to school. If it is discovered that your child has lice while at school, s/he will be sent home immediately. A child will not be allowed to return to school until s/he is lice and nit free, and will be checked by the director or teacher upon return.

Other Conditions

Other symptoms, which might warrant exclusions or special attention, include vomiting (a child must not have vomited for 24 hours before coming to school), unusual listlessness or weakness, skin eruptions or rashes, or headache.

Medications

Medication and over the counter drugs will not be administered at school by the staff. The only exceptions are topical creams and sunblock or lotion. If your child requires medication during the day, you must make prior arrangements to administer them yourself by speaking with the staff.

Hygiene

Hand Washing

- Children and adults will wash hands upon arrival from the outdoors.
- Children and adults will wash hands before and after eating snack and lunch.

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- Children and adults will wash hands before the preparation and/or serving of food and adults will wear sanitary gloves.
- Children and adults will wash hands after toileting.

Toileting

- Children must be toilet trained, and are expected to wipe themselves.
- Children will be encouraged to dress themselves and should wear clothing that allows them to do so.
- Children will wash hands after toileting.

Prevention of Infection

- Gloves will be used if there is contact with blood. Bloody paper towels will be put in a plastic bag in the trash. Bloody clothing will be bagged.
- Gloves will be used for all physical examinations

Child Abuse Policy

Physical punishment is never permitted at our school. Emotional punishment, such as shaming, using terms such as "bad boy/girl" or yelling is also not permitted. State law requires all adults working in childcare to report any cases of suspected child abuse to the appropriate authorities.

See our non-harassment policy in *Appendix 4*.

Emergencies

In the event of an emergency, if you are unable to pick up your child as scheduled, we will keep your child at school until you or someone on your emergency form arrives. Emergency supplies are stored on site. If there is an emergency that closes roads or bridges, or damages our building, children will be evacuated to a safe site designated by Red Cross or other official personnel. Staff will care for your children at this location until you arrive. See the "Health and Emergency Policy" for more details.

Fire Drills

Fire drills will be held according to state licensing requirements.

Field Trips

Field Trips are an important part of the curriculum at Greene Hill School. Below are a few guidelines that will be followed to ensure the safety of all children.

-Regular outings to the park and other locations within the neighborhood will be posted on the schedule. Occasionally the class may take a walking trip to support the curriculum without prior notice. All other trips will be announced and a permission slip will be sent home one week in advance.

-Children will have a school identification tag with them whenever they leave

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the building.

-Emergency cards, medical release forms and first-aid supplies will be taken on trips.

-Field trips will have a minimum of one adult for every five children.

School Closings

Greene Hill School will close for inclement weather when the NYC Public Schools close. You may call the school's main phone number after 6:00 a.m. for announcements of school closings.

Class parents may organize a phone tree for notifications of school closings and other events.

School Safety and Emergency

See Health and Emergency Policy.

HEALTH AND EMERGENCY POLICY

Immunizations

Greene Hill School requires that all families adhere to the New York State Public Health Law 2164 in regards to immunization requirements and school attendance.

Illness and Health Check

It is often difficult to tell how ill young children are, especially before they are able to tell you what they are feeling. As your child learns more words for feelings, it will become easier to distinguish between unhappiness and illness, worries and health problems, transient reluctance to go to school and good reasons for not wanting to attend. A child should not come to school when ill and unable to benefit from the day. It is also important to prevent further infection. Some guidelines to consider when deciding whether to keep your child home include:

- A child with a fever (101 or higher) must stay home for 24 hours after the fever has subsided.
- A child who has experienced two or more episodes of vomiting or diarrhea within a 12 hour period must stay home until a 24 hour period has passed when they have been symptom free.
- Communicable diseases and conditions, such as strep throat, conjunctivitis, lice, etc. require that the child remain home until they are either symptom free for 24 hours or have been on a regular course of antibiotics for 48 hours. If the condition arises during school hours, the school will notify the parents/guardians, and the child must be picked up within an hour of notification. Your child will stay with a staff member until picked up.
- Typical symptoms of illness are: sudden onset of rash or skin eruptions, yellow or greenish drainage from the nose (allergic discharge is clear and may persist), wet or hacking cough, excessive or unusual tiredness, inexplicable change from child's normal "feeling good" level of energy or mood.
- If a child seems too sick to participate in ordinary routines, check with your pediatrician before school attendance is resumed.

These guidelines will be used to monitor for illness throughout the day.

All staff are mandated reporters in the case of child abuse or neglect and will be prepared to report to the Director any suspected case. The Director will notify the appropriate authorities.

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If your child seems very ill and we are unable to contact you or others you have listed for an emergency, we will call your pediatrician. In a serious emergency we will call paramedics. Should emergency procedures be necessary, a staff member will remain with your child until your or a designated substitute arrives.

Injury

In the event that your child is injured or involved in an accident at school, the teachers will apply first aid immediately, and depending on the severity of the injuries, the following procedure will be followed:

1. Parents will be notified.
2. Appropriate medical personnel will be called if necessary (including paramedics)
3. An Accident/Illness/Injury Report will be filled out and given to all appropriate persons.

If the injury is minor, teachers will fill out an Accident/Illness/Injury Report and notify the parents at the end of the day. Parents are immediately notified of all injuries to the head, regardless of severity.

First Aid Kit

A designated staff member will be responsible for a weekly check of all classroom and emergency bag first aid kits. These kits will contain: band-aids, alcohol swabs, cotton gauze, adhesive tape, 2 instant ice packs, syrup of ipecac and a flashlight.

Infection Control Procedure

All universal precautions will be observed to prevent the risk of contamination and cross contamination of both staff and children. Children and staff will follow proper hand washing procedures. Single use non-latex gloves will be used by staff in all situations where blood or bodily fluids are present and in toileting procedures. All toys will be sanitized in a bleach solution at the end of the week. Any and all toys that have been mouthed will be removed from the play area immediately and sanitized.

Emergency Response

Monthly drills are held for fire and general emergency. In the event of an actual emergency, or Homeland Security Code Red, children will be evacuated from the building to a designated safe pick-up area. Our Primary evacuation location is the rectory down the block on Adelphi. The Director will take the sign-in/sign-out sheets. Attendance will be taken once the children are off the premises and parents will be notified of the situation and pick-up location. If possible, children will either re-enter the building or remain at the evacuation site until parents arrive. In the event that evacuation is not the appropriate

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response, children will be kept on site until parents can be reached and pick-up achieved.

BEHAVIOR AND DISCIPLINE POLICY

We look to sustain a safe and positive place for Greene Hill School children to learn. Children at Greene Hill School are given many opportunities to make their own decisions concerning their education and social interactions, and we support children through the process of learning how to take responsibility for those decisions. We expect our staff to be clear about behavior expectations, and to be consistent and developmentally appropriate with their responses to inappropriate behavior. We aim to promote cooperative and respectful interactions among all members of the School community: students, teachers, parents, staff, caregivers, and administration.

We expect our staff to praise and encourage children and model appropriate behavior for them, to provide an appropriate and safe classroom environment and to attempt to prevent problems before they occur by enabling children with communication tools and other social skills. Staff practice active listening with children and provide alternatives for inappropriate behavior. Keeping children's specific developmental level and temperament in mind, staff provide natural and logical consequences for a child's behavior and always treat children respectfully with attention to their needs, desires and feelings. Staff will work in partnership with families to address children's inappropriate behavior. Any continued inappropriate behavior on the part of a student or family member that constitutes bullying, aggression, abusive language, harassment of any kind (as detailed in the School's Nonharrassment policy) are major offenses that can result in severe consequences including suspension or expulsion of a student.

Children at GHS are never physically punished, they are never spanked, shaken, bitten, pinched, pulled or slapped. Staff will never make fun of, yell at, threaten, use sarcasm, profanity or otherwise verbally abuse children. Discipline is never related to eating, resting or sleeping. Children are never left alone, unattended or without direct supervision, placed in locked rooms, closets or boxes as punishments. The School does not allow discipline of children by children -- instead, children are taught appropriate responses. Staff will not criticize, make fun of or otherwise belittle children's parents, families, or ethnic groups.

NONDISCRIMINATION POLICY AS TO STUDENTS

Greene Hill School (the "School") admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, financial aid programs, and athletic and other school administered programs.

NONHARASSMENT POLICY AS TO STUDENTS

Greene Hill School (the "School") finds harassment of any kind based on a persons race, color, national or ethnic origin or sexual orientation, to be a serious and major offense and subject to severe consequences. Anyone who is the victim of such behavior is urged to notify the appropriate supervisory staff immediately.

CLASS PARENTS

Class Parents (CP's) will serve as the primary interface between the parents of each class and the classroom teachers.

CLASS PARENT RESPONSIBILITIES INCLUDE:

1. Supporting the Classroom Teachers
 - a. Helping teachers to find volunteers for field trips.
 - b. Orchestrating, contacting and reminding parents about snack duty.
 - c. Contacting parents to share information about upcoming events, celebrations, curriculum, etc.
 - d. Contacting parents to assist in obtaining materials and teacher wish lists.
2. Supporting School-wide Communication
 - a. Reach-out to new families to welcome them and provide information as needed.
Distributing GHS announcements as decided by School Director and/or classroom teacher (e.g. calendar reminders, etc.).
 - b. Attendance at all PATHS School-wide Community Meetings.
 - c. Establish a classroom phone chain and activates upon request of School Director.
3. Celebration Coordinator
 - a, Coordinate holiday and teacher birthday gifts (as appropriate).
 - b. Coordinate and acknowledge life events (births, deaths, hospitalizations).
4. GHS Committees
 - a. Serve as an active member of PATHS.

CLASS PARENT RESPONSIBILITIES *WILL NOT* INCLUDE:

1. Serve as conduit for complaints and grievances from parents or teachers.
2. Sending out all school e-mail without approval or request from the Parent Board Representative or School Director.
3. Sending out e-mails on behalf of the classroom teacher.

PATHS:

(Parents and Teachers Helping the School) is the community parent and teachers council for Greene Hill School.

October 6, 2011 at 8am – first meeting of 2011

All Greene Hill Parents/Guardians automatically become members of PATHS when they join the school. PATHS meetings take place on the first Thursday of each month at 8am. Childcare will be provided. Meeting outline: 8-8:30 am Committee Reports, 8:30-8:50 am school and board news, 8:50-9:00 am Open discussion/comments.

2 PATHS Chairs (One is Meeta Gandhi, the parent board representative) will be responsible for overseeing the total number of committees and events. They will assure that each committee has what is needed to remain successful in their goals. They will work with Committee Chairs to create a defining statement and calendar. They will also meet weekly with the school director during the school year and with Committee Chairs as necessary to ensure that the committees meet their goals. Elections for PATHS Chairs happen each June. Each position is two years long in order to stagger appointments.

Committee Chairs will be responsible for overseeing their committees. They will maintain current and regular information and communication. They will work with PATHS chairs to create a defining statement and calendar. They will present reports at a monthly meeting to all PATHS members (parents and staff) and meet with their committee as necessary to ensure that the committees meet their goals. Board and staff members may also report on current school news and goals at these meetings. Elections for Committee Chairs happen each June and Chairs are elected from within the current committee.

2011 Committees:

Building and Space Rental
Community Service
Diversity/Outreach
Gardening
Grandparents Day
Greene Affair
Library and Bookfairs
Speaker Series
Winter Brunch

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Thank you to those who have graciously agreed to chair the above committees!

PATHS Secretary

Secretary: Rebecca Caban

This person is responsible for attending all PATHS monthly meetings and taking notes during that time. With the PATHS Chairs they will create the agenda for future meetings and create monthly reports to share with the parent body. With Committee Chairs they will collect and collate committee reports.

SCHOOL FORMS AND WHAT TO BRING

School forms

It is essential that all families submit the required medical and student information forms no later than the due date. Your child may not begin school without these forms.

Copies of the following forms must be completed, signed and returned no later than 8/31/11. Your child may not begin school without all of these forms completed and returned to the school.

- Emergency Contact Forms (2 signed copies)
- Consent and Waiver form for Care of your Child
- Activity and Napping Permission Form
- Photo release
- Permission for Pick-Up
- K-12 Health Form

What To Bring

The following is a list of supplies needed for the start of school. Your child's teacher may request additional items and will contact you directly about these. Please be sure to bring the items on this list by the first day of school.

- Full change of clothing (include: shirt, pants, underwear, socks, sweater and mittens).
- Small blanket, pillow and small fitted sheet for rest (4s and 5s classes)
- Box of facial tissues
- 4 rolls of paper towels
- Pump bottle of liquid soap

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Emergency Contact Form (Copy 1)

Child's Name _____

Child's Address _____

City _____ State _____ Zip _____

Date of Birth _____ Phone Number (____) _____

1. Parent/Guardian Name _____

Address (if different from above) _____

City _____ State _____ Zip _____

Phone (____) _____ Phone (____) _____

I affirm that I have proper legal authority to pick up, arrange care (medical and otherwise) for my child.

Signature _____

2. Parent/Guardian Name _____

Address (if different from above) _____

City _____ State _____ Zip _____

Phone (____) _____ Phone (____) _____

I affirm that I have proper legal authority to pick up, arrange care (medical and otherwise) for my child.

Signature _____

In case of emergency and in the case that the parent/guardian's above are not available please contact:

1. Name _____ Relationship to child _____

Phone (____) _____ Phone (____) _____

2. Name _____ Relationship to child _____

Phone (____) _____ Phone (____) _____

Parent/Guardian please make sure that the above persons have proper legal authority to make medical decisions for your child.

Insurance Carrier _____

Group Number _____ Policy Number _____

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Emergency Contact Form (Copy 2)

Child's Name _____

Child's Address _____

City _____ State _____ Zip _____

Date of Birth _____ Phone Number (____) _____

1. Parent/Guardian Name _____

Address (if different from above) _____

City _____ State _____ Zip _____

Phone (____) _____ Phone (____) _____

I affirm that I have proper legal authority to pick up, arrange care (medical and otherwise) for my child.

Signature _____

2. Parent/Guardian Name _____

Address (if different from above) _____

City _____ State _____ Zip _____

Phone (____) _____ Phone (____) _____

I affirm that I have proper legal authority to pick up, arrange care (medical and otherwise) for my child.

Signature _____

In case of emergency and in the case that the parent/guardian's above are not available please contact:

1. Name _____ Relationship to child _____

Phone (____) _____ Phone (____) _____

2. Name _____ Relationship to child _____

Phone (____) _____ Phone (____) _____

Parent/Guardian please make sure that the above persons have proper legal authority to make medical decisions for your child.

Insurance Carrier _____

Group Number _____ Policy Number _____

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Consent and Waiver for care of your child

Page 1

I have signed an enrollment contract with Greene Hill School located at 39 Adelphi Street and have met with the school's director. I am the parent or legal guardian of the child named below and I have the right and authority to enter this child in Greene Hill School. I give my permission for my child to participate in all school activities. I give my consent for any necessary immediate first aid treatment as deemed necessary by the supervising staff. In consideration of the school services offered by Greene Hill School and accepted by me for my child, I, for myself, my child, our executors and heirs, individually, do hereby release the School, the Premises Owner, School Employees, staff, volunteers and any other individuals connected with the School, of any claims or causes of action arising out of my child's participation and presence in the School program.

*Your child's registration is not complete without parent or guardian signature.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ Phone _____

Child's Name _____

Child's Address _____

City _____ State _____ Zip _____

Parent/Guardian Address (if different from above) _____

City _____ State _____ Zip _____

Insurance Company Name _____

Group/Policy Number _____

Any medical/dietary restrictions or special information _____

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Consent and Waiver for care of your child

Page 2

I, the undersigned, hereby release Greene Hill School, the owner of 39 Adelphi Street, and the Greene Hill School staff and directors from any and all liabilities or damages relating to my child's participation in Greene Hill School (herein GHS) and affiliated programs.

I affirm that I have had the opportunity to meet with GHS staff and will have toured the premises of 39 Adelphi Street before my child enters school. I understand that the Diocese has the right to offer some contained afterschool-hour programs, approved by GHS, in the building.

I understand that my child will be given the opportunity to participate in physical and group activities that will be supervised by trained staff members of GHS and that the staff will make every effort to ensure my child's safety. However, I acknowledge that physical and group activities carry an inherent risk of injury and I hereby release GHS should my child become injured while participating in GHS activities.

I understand that should my child become injured and ill, GHS staff will take immediate action to help my child, including, but not limited to, administering basic first aid, administering basic CPR, calling and reporting 911 life-or-limb-threatening emergency, and that by signing this form, I have given them my permission to do so. I also understand that as soon as possible following my child's accident or illness, a GHS staff member will contact me. I agree to leave an emergency phone number so that GHS may contact me if needed.

I understand that my child will not be allowed to leave the premises during the school day or from afterschool unless he/she leaves directly with me (unless previous other arrangements have been made).

I understand that any special medical conditions my child has must be provided in writing, with appropriate instructions should a medical situation arise and that emergency medication may only be administered with a physician's note. I also understand that GHS staff will contact me to pick up my child should he/she appear sick or unusually distressed.

I understand that my child may be dropped off at the start of the school day and that he/she is to be picked up no later than the school day. Should a situation arise for my child to remain at GHS longer I will contact GHS ahead of time or will provide additional supervision of my own (such as a child care provider).

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____ Phone _____

Child's Name _____

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Activity and Napping Permission Form

Outdoor Activity

I hereby give Greene Hill School and Staff the permission to take my child for short walking trips, field trips to neighborhood parks, museums and businesses, or any other trip that relates to the school's daily curricular activities. I understand that my child will be appropriately supervised and chaperoned.

Child's Name _____

Parent/Guardian Signature _____

Phone _____

Date _____

Quiet Time (for 4s and 5s class)

I understand that my child will be napping on a mat in the classroom of Greene Hill School and that he/she will be supervised at this time.

Child's Name _____

Parent/Guardian Signature _____

Phone _____

Date _____

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AUTHORIZATION TO USE WRITTEN MATERIALS/ PHOTOGRAPHS AND VIDEO

I, _____, hereby authorize Greene Hill School to use, reproduce, and /or publish visual materials, including photographs, videos and examples of written school work that may pertain to my child(ren) or children under my guardianship attending the school. I understand that this material may be used in various publications, public affairs releases, recruitment materials, or for other related endeavors. This material may also appear on Greene Hill School’s website. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, Greene Hill School may publish materials, use my name, photograph, and/or make reference to me, or my child(ren), in any appropriate manner in order to promote/publicize Greene Hill School and related events.

Signature of Parent/Guardian: _____

Child(ren)’s Name(s): _____

Date: _____

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AUTHORIZATION OF CHILD DROP OFF AND PICK UP

I authorize the following people to either drop off or pick up my child(ren):

Name

Name

during the 2011-12 school year:

Adult's Name _____

Relationship to Child _____

Adult's Name _____

Relationship to Child _____

Adult's Name _____

Relationship to Child _____

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Please download and complete the Child Health Examination Form
from:

<http://www.nyc.gov/html/doh/downloads/pdf/hcp/hcp-ch205.pdf>