

## El Rancho School, Inc. Elementary School Rules & Regulations Page 1 of 3

Effective August 17, 2009

**HOURS OF OPERATION:** El Rancho School is open from 6:30 AM – 6:00 PM Monday – Friday. It is not safe to drop off your child at the school prior to 6:30 AM. The school closes promptly at 6:00 PM. We have a late fee, not to generate revenue, but to strongly discourage parents from picking up their child/children after the school closes. Sometimes parents arrive at 6:00 PM and have lengthy conversations with their children about their day. Please keep in mind that 6:00 PM is when we lock the school and leave. Our Fee Schedule and Fiscal Policy states, “There is a \$5.00 per child late charge for children picked up after 6:00 PM which doubles every five minutes or portion thereof, payable immediately. This charge is a penalty to discourage late pick-up. Parents who habitually pick up their child after 6:00 PM will be asked to disenroll.” The fees are as follows: 6:01 to 6:05 = \$5, 6:06 to 6:10 = \$10, 6:11 to 6:15 = \$20, etc. Please bring a check or cash to pay the fee when you pick up your child after 6:00 PM. We will prepare a receipt the following day for a cash payment.

**ATTENDANCE:** Class begins promptly at 8:15 AM for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> graders, 8:30 AM for kindergarten, 1<sup>st</sup>, & 2<sup>nd</sup> grade classes, and 9:00 AM for preschool students. Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students are dismissed at 2:30 PM, and 3<sup>rd</sup> through 6<sup>th</sup> graders, at 3:00 PM. If a child needs to be excused from P. E. for a medical reason, please send a note to your child’s teacher. The child will go to P. E. class, but not participate. The authorized adult picking the child up from school will sign the child out. The sign-out sheet is on the podium across from the school office. School correspondence to parents is placed in the card file on the recessed shelf near the sign-out podium. You will know that you have a note if a “Pick Up Note” stamp is next to your child’s name. Changes in family addresses and phone numbers must be reported immediately. Failure to do so will result in our inability to contact you in the event of an emergency.

**Students who are tardy** will not be allowed into their classroom until their parent or guardian goes to the school office, requests and signs a Tardy Slip, gives it to their child, and walks the child to the outside of the classroom door. If your child is tardy, the adult driving them to school must fill out a Tardy Slip located in the front office. The adult must then walk the child to the class door. We ask that parents not accompany their child into the room, as it is a distraction for the rest of the class. If a parent/guardian drops off their child and does not fill out a Tardy Slip, the parent will be phoned and the child will be required to wait in the office until the parent returns to school and fills out a Tardy Slip. **If a child has four tardies in any quarter, the next tardy (No. 5) will require a parent/teacher/principal conference.** Exceptions to this policy are medical, dental, or situations of an emergency or urgent nature, or at the discretion of the principal or her designee. **Students who are tardy miss out on important morning activities and instruction. It is very disruptive to their classmates and teacher when a student enters class late.**

**Kindergarten children** must be walked into the school, and taken to a staff member who will place an electronic security sensor on their clothing. The sensor will be removed, by our staff, when the child is picked up from school by an authorized adult. The **security sensors and/or tags** have a small unavoidable failure rate. The school takes no responsibility for defective sensors/tags. This is only one small part of our security system.

Please keep conversations with the classroom teachers brief when dropping your child off in the mornings. All our teachers do their preparation for morning lessons prior to starting class. If you would like to meet with your child’s teacher, please schedule an appointment through the front office.

Our insurance requires that all students be visually supervised by a trained staff member, unless the student is being escorted in or off our campus by their parent. Children need to stay with their parent until they are in their car. Please do not allow your child to stray away from your side, to play or wander, while you are dropping off or retrieving your child. Therefore, please sign your child out and take care of your communication with teachers, recreation aides, the bookkeeper and administrative staff prior to picking up your child.

**Classrooms are locked** after class time because it is dangerous to have any place on our campus that students can be alone and not supervised. They are given a number of opportunities and reminders to get all of their things out of the classroom prior to being locked. Please do not ask school-administrators to unlock a classroom for your child to get their things.

California state law requires children who are under 6 years old, or under 60 pounds, to sit in a booster seat while traveling in a vehicle. Parents are required to provide **booster seats** for field trips or the child will not be transported.

California state law prohibits leaving children in vehicles when they are unattended for longer than one minute. Please do not put your child in harm’s way by leaving your child in your car unattended.

Children may not share hair combs or brushes at school. Students who have lice or nits will be sent home, and may not return to school until they are nit free. Shampoo treatments do not kill all nits. Please request lice information from the front office if necessary.

Students must follow the “Dress and Grooming Policy.” A notice will be sent to the parents if their child is not in compliance.

Do not send anything to school in a soft plastic sack that a child can put over his/her head. Balloon bouquets are not allowed at school.

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Please mark all items brought to school with your child's name or assigned hook number. **Rolling or medium to large backpacks are not permitted for students in kindergarten, first, second, or third grade.** The students in these classes usually have worksheets to do, or small books to read for homework. Not only are rolling or oversized backpacks not necessary for these students, we do not have the facilities to store them.

**Children are not allowed to bring personal toys from home, except on teacher-designated "share" days.** On Free-dress Fridays, students may bring toys they are willing to share and are able to fit in their backpack or book bag. Electronic, fragile toys, "trading type" cards, balloons, and toys that resemble weapons are not permitted. El Rancho School assumes no responsibility for lost or broken toys.

**Please do not bring your pet to school.** Our liability insurance does not cover animals that do not belong to the school. For our Pet Parade we have a special insurance rider that covers that event only.

**Parents may not go in or use student restrooms.** Please ask for direction to an adult restroom.

**Gum, soda, chocolate in any form, and candy are not permitted at school, in student lunches, snacks, at class parties, or take-home bags.** Please do not send them. Candy and chocolate must be removed from Lunchable box lunches prior to being brought to school. We strongly recommend that sugar or sugar substitute treats be omitted from student lunches. At class parties sugar or sugar substitute treats are not allowed in or on desks, cubbies, inside cards, or in "goodie" bags. Our staff will not serve them or send them home with students; studies show pitting on tooth enamel within two hours if sugar is present in saliva. The following are a few suggestions that can be served at parties: crackers and cheese, meat slices, vegetables and dip, dried and fresh fruit, 100% juice drinks and popsicles, yogurt, sandwiches, deviled eggs, pasta, casseroles, muffins, and salads. We have found that our students do not notice that their snacks are sugar free as long as they are pretty. Often we hear that children think a party in itself is a treat and special snacks only contribute to the overall excitement.

We don't have the facilities to store lunches and snacks in the school refrigerator. We can't heat up meals because it takes our staff away from their work area. **Students are not allowed to share food.** All food items that are not eaten are to be taken home, not thrown away, so the parents know what the child has eaten, or not eaten.

**Students must treat others with respect.** We expect all students to be courteous, demonstrate gracious manners, and follow directions. Students will not push, shove, hit, kick, spit, bite, trip, forcefully handle other children, call other people names, or threaten others. **The school does not allow students to use profanity or language "unbecoming" of children.** Children must not act as if they are playing with weapons. Weapons are never to be brought to school (guns, razor blades, knives of all sizes, etc.); these are grounds for expulsion.

**Annual enrollment fee includes, but is not limited to purchase and/or use of, or rental of:**

Standardized testing booklets and scoring

Reading: books, texts, chapter novels, student resource materials, leisure reading books, periodicals

Purchase of reproducible masters that are duplicated for reading and writing in all subjects

In-class computers, programs, Internet access, student resource materials, i.e. encyclopedias

Consumable workbooks, hands-on manipulative materials, paper, binders, spirals

Pencils, colored pens, colored markers, scissors, rulers, erasers, glue

Art: supplies and student resource materials

Science: books, reproducible masters, microscopes/slides, equipment for measurement in Standard and Metric units, resource materials

Physical Education: equipment and supplies

Musical productions and plays: audio equipment, costumes, props

Personal products, i.e. facial tissue, band-aids

Occasionally a parent on campus notices a child using inappropriate language or behavior with another student. Please, do not address such a situation personally; tell a staff member what you observed and it will be handled by one of our staff members, perhaps not at that moment, but as soon as the appropriate person becomes available.

At parent-gatherings off campus like student's birthday parties, El Rancho School staff members and school policies are often a topic of conversation. The school requests that parents be careful that students are not within hearing if negative comments are made. If you have a problem, dispute, or concern, please address it respectfully with administration so that problem solving can be accomplished. An administrator is always on campus, but may not be immediately available. If they are not, please leave a message to telephone you.

There are times when a family chooses to withdraw a student, or not enroll for the following year, based on financial considerations. It is the school's observation that families don't want to discuss finances with other parents and to avoid doing so, often find it easier to tell parents erroneous information about teachers or school services. Please remember to act honorably and to treat our staff members fairly.

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Illicit drugs are strictly prohibited on campus, as are smoking and drinking alcohol. We cannot release a child to an adult who looks, acts, or smells as if they are under the influence of drugs or alcohol. Please do not place our staff in the position of trying to determine if you are capable of safely transporting a child.

**Birthday Party Invitations** We want to eliminate any hurt feelings among the children and hope this policy will be useful to all. We have developed a system for invitations to efficiently reach families with plenty of time for RSVP's. If you would like El Rancho School's teachers to distribute your child's birthday party invitations, please follow the guideline: (1) All children in the class are invited. (2) Bring cards or make an invitation on an 8 ½ x 11" paper and copy enough for all the students in your child's class. (3) Bring in the invitations to your child's teacher at least two weeks prior to the party. (4) The teacher will put one invitation in each Wednesday Folder and send them home. (5) At the party you may want to gather addresses for "thank you" cards because we can't distribute them. Hint: A birthday party guest book is a great idea, and it can be used year after year. Note: If you choose to invite a few children to a party, we are not able to distribute those invitations to them. El Rancho School does not hand out school/class directories, so you may want to ask parents of your child's friends for their phone numbers.

### El Rancho School Illness Policies

**ILLNESSES:** Please do not "mask" childhood illness symptoms, such as a high temperature, by giving Tylenol or other medicines, and then send your child to school. It is unfair to the child, their classmates, and school staff. Ill children are expected to be picked up within one hour of the time that the parent is contacted. Children who are ill or are contagious must not be brought to school. Unvaccinated students may be temporarily excluded from the program should an outbreak of two or more cases arise.

School administration notes, on our Illness Board, any students who call in or are sent home ill. We record the time, the illness, and when the child may return to school. Please make sure you do not bring your child back to school before this date. Our Illness Board is located by the school office.

Ailment	Child may return to El Rancho School . . .
Fever	24 hrs. after fever has broke and without Tylenol
Diarrhea	24 hours after last bout
Vomiting	24 hours after last bout
Chickenpox	When all pox have been scabbed over
Fifths Disease	48 hours after fever has broken
Impetigo	24 hours after cream has been applied; area must be covered if oozing with gauze and medical tape (band aids do not stay on well enough)
Head Lice	When all lice and nits are gone
Ring Worm	24 hours after treated with topical regimen
Pink Eye	24 hours after antibiotic treatment
Excess/colored mucus	Note from the child's doctor stating that the child is not contagious

It is our policy that students with head lice or "nits" (eggs) in their hair will be excluded from school and must be picked up immediately. To return to school, their hair must be treated and nit-free.

**Medicine is only administered by our office staff.** By law this includes aspirin, Tylenol, sunscreen, anything with SPF (ex. lip moisturizers), vitamins, and cough drops or syrups.

If your child needs medication to be administered at your child's lunch time, please fill out the **Permission to Administer Medicine** form located in the front office. **All medicine must be walked into the school by the parent, provided in the original container, and have the child's name on the container.** Parents are responsible for locking medication, which needs to be refrigerated, in our preschool kitchen refrigerator. The medication is to be picked up by the evening of the last day the medicine is to be administered, after which it will be discarded. Our license regulations do not allow us to keep medicine past that date.

