



SDFAS SAN DIEGO FRENCH ★ AMERICAN SCHOOL

2018 - 2019

INFORMATION PACKET

BACK TO SCHOOL



LA RENTRÉE

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IMPORTANT DATES

Calendar Link

https://www.sdfrenchschool.org/calendar_view/calendar/

Wednesday, August 29th - Orientation for families

Please meet us in the Auditorium for Orientation meetings.

9:00 a.m. - Pre-Elementary School

9:30 a.m. - General presentation for all grades

10:30 a.m. - Elementary School

11:00 a.m. - Middle School

Class and teacher assignments will be posted.

Do not forget to visit Valérie Asensio at the After-School Activities Open House.

Thursday, August 30th - First day of school

Pre-Elementary School - 8:45 a.m. - 3:00 p.m.

Elementary School - 8:30 a.m. - 2:45 p.m.

Middle School - 8:30 a.m. - 3:15 p.m.

Monday, September 3rd - Labor Day, No school

Saturday, September 8th - Back to School Potluck - 11:30 a.m. to 3 p.m.

Details will be published very soon in the first Echo newsletter. We are looking for volunteers to help with the logistics of this first community bonding event.

Please email Isabelle Gilet admissions@sdfrenchschool.org if you are willing to help.

Friday, September 14th - Minimum Day

Pre-Elementary School - Dismissal at 11:45 a.m.

Elementary School - Dismissal at 11:45 a.m.

Middle School - Dismissal at noon

IMPORTANT DATES

Back to School Nights - 5:30 p.m. to 6:30 p.m.

PK0 - Thursday, September 13th

PK1 - Tuesday, September 11th

PK2 - Wednesday, September 12th

K - Monday, September 10th

1st Grade - Monday, September 17th

2nd Grade - Tuesday, September 18th

3rd Grade - Tuesday, September 18th

4th Grade - Wednesday, September 12th

5th Grade - Wednesday, September 12th

Middle-School Grades - Thursday, September 13th

Daycare available for students enrolled at SDFAS at the Extended Care rate. Registration is mandatory.

To register, please email Valérie Asensio vasensio@sdfrenchschool.org with the date and the name of your child before Friday, September 7th.

Tuesday, September 25th and Wednesday, September 26th

Class and individual picture days for Grade K through 8th.

Monday, October 1st

Class and individual picture days for PK1 and PK2.

Wednesday, January 9th

Class and individual picture day for Grade PK0.

Forums and Mini-Forums

Forum (K through 8th grade) and Mini-Forum (preschool) give the opportunity to students to share presentations with peers and parents. Forums are held on Thursdays at 8:30 a.m. in the auditorium. Students usually attend forum in groups: Pre-elementary; 1st-3rd grades; 4th & 5th grades; and Middle School. Mini-Forums take place a few times a year. Please check school calendar on the website for schedule and read the Echo for reminders.

DAILY SCHEDULE

	Pre-Elementary School	Elementary School	Middle School
	PK0-PK1-PK2	K through 5th	6th through 8th
Gate Opening Extended care fee	7:30a.m. - 8:00 a.m.	7:30a.m. - 8:00 a.m.	7:30a.m. - 8:00 a.m.
Supervision provided No fee	8:00 a.m. - 8:45 a.m. Drop off time. Park in the rear parking. Walk your child to the Pre-school playground. Remember to sign in daily (requirement of daycare licensing)	8:00 a.m. - 8:30 a.m. Drop off time. Adults to remain in the parent area near the gate entrance.	8:00 a.m. - 8:30 a.m. Drop off time. Adults to remain in the parent area near the gate entrance.
Start of School Day	8:45 a.m.	8:30 a.m. Students to line up by class when bell rings.	8:30 a.m. Students proceed to the MS area on their own at 8:20 a.m.
Gate Closure Parents must leave campus before gate closure. All students use main entrance after gate closure. K-8 students need late pass from front desk.	9:00 a.m.	8:35 a.m.	8:35 a.m.
Lunch/Recess Outside unless it's raining.	11:45 a.m. - 12:30 p.m. For full day students.	11:45 a.m. - 12:30 p.m.	12:00 p.m. - 12:40 p.m.
End of School Day Students only allowed to leave with parents, legal guardians or designated person. Call the office for advance notification.	3:00 p.m. Pick up in class by 3:15 p.m. Half Day Program: 12 p.m. Use main office entrance. Minimum Day: 11:45 a.m. (pick up in class by noon) Remember to sign out. (requirement of daycare licensing)	2:45 p.m. Playground pick-up until 3:00p.m. Grade 5: Mon./Tues. 3:15 p.m. Minimum Day: 11:45 a.m. Adults to remain in the parent area near the gate entrance.	3:15 p.m. Grade 7 and 8: Mon. 4:05 p.m. Minimum Day: 12:00 p.m. Adults to remain in the parent area near the gate entrance.
Extended Care Study Hall After-School Activities More information and registration on SDFAS website.	3:15 p.m. - 6:00 p.m. Minimum Day: Extended care starts at 12 p.m.	3:00 p.m. - 6:00 p.m. Minimum Day: Extended care starts at 12 p.m.	3:15 p.m. - 6:00 p.m. After 6 p.m. for sports league games and meets. Minimum Day: Extended care starts at 12 p.m.

DAILY SCHEDULE

2018-2019 School Year

Late Arrivals

Late arrival should be an exceptional occurrence, as it is disruptive for your child and other students.

Early Dismissals

1st through 8th: For early dismissal and/or medical appointments, email Stephanie Humbert in advance at admin@sdfrenchschool.org.

Pre-Elementary and K : For early dismissal and/or medical appointments, email Babeth Esterly in advance, preschool@sdfrenchschool.org.

Late Pick-Ups

Extended care fee will apply.

DROP-OFF, PARKING, DEPARTURES

Campus maps will be available at Orientation.

Front Parking lot

The driveway to the school is one-way. If you approach the school from the south, go to the traffic light at La Jolla Scenic, make a U-turn, and immediately turn right at the entrance. From La Jolla Scenic South, turn right onto Soledad Mtn. Road, and immediately turn right into the driveway. You may only exit the lot one way, to the south on Soledad Mountain Road. If you are headed north, make a U-turn at the traffic light near the Ridgeway housing complex. It is strictly forbidden to make U-turns at the Windemere complex or turn around in the Windemere driveway.

A member of the staff will direct traffic in the parking lot and guide students to the entrance. **Please follow traffic director's instructions and abide by the following rules:**

- ⇒ Please drive slowly in all parking areas.
- ⇒ The yellow zone at the front of the school is a student drop-off zone. No parking is allowed. You may only remain in the yellow zone for a maximum of 15 seconds.
- ⇒ You may walk your child from the car only if you are parked in a designated parking area in the front parking lot.
- ⇒ Reserved spaces for Head of School, Auction Winners, and disabled drivers are not available for general parking.

Rear Parking lot

The parking lot adjacent to the Pre-Elementary school is reserved for Pre-Elementary drop-off and pick-up only. Cars must display a 2018-2019 Parking Permit. All new families must pick up a 2018-2019 parking permit from Babeth Esterly. For returning families in Pre-Elementary who still have their pass, please ask her to update your permit.

Carpooling

For a list of parents living in your area code, email admin@sdfrenchschool.org.

Transportation

If you are interested in the school transportation service from and to Encinitas and Carmel Valley, contact Stéphanie Humbert, admin@sdfrenchschool.org. Transportation will start on the first day of school. Once enrolled, please contact Stephanie should you decide to drive your child on a specific day.

BACK TO SCHOOL CHECKLIST

Emergency Contact Information & Medical Forms

Please, be sure to complete all required forms before the beginning of the school year.

Pre-Elementary Students

Please contact Babeth Esterly if you have questions: preschool@sdfrenchschoo.org

- ⇒ Immunization records - Physician's Report - Proof of immunization and vaccines must be on file by the first day of the school year. As required by law, a child will not be allowed to attend school if these records are not on file.
- ⇒ Emergency Information Form
- ⇒ Consent for Emergency Medical Treatment
- ⇒ Child's Pre-admission Health History - Parent's Report
- ⇒ Acknowledgment of receipt of the Personal Rights
- ⇒ Acknowledgment of Notification of Parents' Rights
- ⇒ Aggressive Behavior and Biting Policy
- ⇒ PK1 only: Potty Training Policy
- ⇒ **Only for Grade K:** School Entry Health Checkup

Grade 1 through 8

Please contact Stéphanie Humbert admin@sdfrenchschoo.org if you have questions.

- ⇒ Immunization records - Proof of immunization and vaccines must be on file by the first day of the school year. As required by law, a child will not be allowed to attend school if these records are not on file.
- ⇒ Emergency Contact and Medical Information form
- ⇒ Consent for Emergency Medical Treatment (new students or if there's been a change of address)
- ⇒ Transcripts/School records (new students, if applicable)
- ⇒ **Only for new students entering 1st Grade:** School Entry Health Checkup
- ⇒ **7th & 8th Grade Students:** Please be reminded that you must have your **whooping cough (pertussis) vaccination** before school starts.

BACK TO SCHOOL CHECKLIST

Parent-Student Handbook

Please review the [Parent-Student Handbook](#) available on the parent portal of the website, as it contains important policies and detailed information.

Username: parent

Password: international

School Supplies

You will find the [list of school supplies](#) for each grade on the parent portal of the website.

Username: parent

Password: international

Please note that we are not using ClassBundl.com this year. Remember to use Amazon Smile if you order supplies online.

Dress Code

There is no school uniform; however, the school does have a Dress Code, as outlined in the Handbook.

School T-Shirts and polos

Pre-Elementary: All students will receive a new red T-shirt to wear during field trips.

Grade 1: A blue T-shirt will be given to all students for Physical Education classes as well as a red polo shirt for field trips.

Grade 2 through 5: A blue T-shirt will be given to all students for Physical Education classes. A red polo shirt will be given to new students for field trips.

Teachers will notify parents in advance on which additional occasions to wear the T-shirt or polo shirt.

T-shirts and polo shirts may also be purchased at the main office.

Please remember to label your child's clothing and personal belongings.

SCHOOL COMMUNICATION TO PARENTS

We make every effort to promote efficient communication between SDFAS and families. We channel the information through the Echo, the school newsletter and post it on our website. We also display information on the bulletin board by the entrance gates. The room parents will also send information on your child's class.

We encourage teachers to post useful information on their class blogs. In Middle School, the google calendar is an essential tool for students to access homework. However, each student has a paper homework agenda that remains the main source of information for homework.

MyStudentsProgress.com

Parents may use MSP to set up notifications on their child's grades and report cards. Further instructions on how to access www.mystudentsprogress.com will be emailed to you.

Back to School Nights at the beginning of the school year

Teachers will present the curriculum to the parents. See dates on page 4.

Two Individual Parent-Teacher Conferences

Grade 1 through 8: October and February.

Pre-elementary and Kindergarten: January and June.

You may contact the teachers at any time via email. Use the first initial of their first name followed by their last name @sdfrenchschool.org.

ENRICHMENT PROGRAM

To register or obtain more information about **Extended Care, Study Hall, and After School Programs**, please log on to the SDFAS website, under Enrichment. Online registration will be soon available.

<https://www.sdfrenchschool.org/enrichment/daycare-and-study-hall/>

<https://www.sdfrenchschool.org/enrichment/after-school-activities/>

For more information contact, Valérie Asensio: vasensio@sdfrenchschool.org

Middle School Clubs, specific to the Middle School co-curriculum are provided on a yearly basis to 6th, 7th, and 8th graders. Communication is handled by the Middle School Director, Bénédicte Brouder.

STUDENT LUNCH PROGRAM

Hot Lunch from Girard Gourmet

The hot lunch program begins on the first day of school. Children may also bring their own lunch. There is no microwave available for student use and no beverages are provided. There are filtered water fountains available throughout the campus. Only pre-elementary school children are provided with a snack. If your child takes hot lunch or brings lunch, please send a snack and beverage. If your child is registered with the hot lunch program, a sack lunch will be provided for field trips. No lunch is provided for parent chaperones.

To register or find additional information about SDFAS hot lunch program, please log on to the SDFAS website. All information pertaining to student lunches can be found under Enrichment.

<https://www.sdfrenchschool.org/enrichment/hot-lunch-program/>

CONTACT INFORMATION

858.456.2807

Contact	Position	Email or Alternate Tel	Ext
Mark Rosenblum	Head of School	headmaster@sdfrenhschool.org	301
Stéphanie Humbert	Office Manager Appointments with the Head of School. Elementary and Middle School: Absences/tardy/early dismissal. Student records; Student injuries; Contact information updates; Transportation.	admin@sdfrenhschool.org	301
Valérie Asensio	Enrichment Program Manager - After school activities-Extended care - Camps	vasensio@sdfrenhschool.org 858.405.9378 (K-8) 858.717.5189 (Pre-K)	307
Véronique Rahmati	Development Director Fundraising - Annual Funds; Gala; Grant proposals	development@sdfrenhschool.org	304
Emmanuel Poulain	Director of Finance and Operations	dfo@sdfrenhschool.org	
Rodney Lafaye	Financial Associate - Tuition; FACTS	financial@sdfrenhschool.org	303
Isabelle Gilet	Director of Enrollment Management, Marketing and Communication	admissions@sdfrenhschool.org	306
Anne Ricart	Librarian	aricart@sdfrenhschool.org	322

CONTACT INFORMATION

858.456 -2807

Contact	Position	Email or Alternate Tel	Ext
Véronique Bevali	Pre-Elementary Director	pre_elementary_director@sdfrenchschool.org	311
Babeth Esterly	Pre-Elementary Administrative Director Absences; Records; Early dismissal; Student injuries; Contact information updates Appointment with the Pre-Elementary Director and Head of School	besterly@sdfrenchschool.org 858.345-7331	308
Francis Carlier	Elementary Director	fcarlier@sdfrenchschool.org	305
Bénédicte Brouder	Middle School Director Outreach Program Director	bbrouder@sdfrenchschool.org	348
Erin Stoller	High School Placement Counselor	estoller@sdfrenchschool.org	312