



**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/](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](mailto: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 13<sup>th</sup>

**PK1** - Tuesday, September 11<sup>th</sup>

**PK2** - Wednesday, September 12<sup>th</sup>

**K** - Monday, September 10<sup>th</sup>

**1<sup>st</sup> Grade** - Monday, September 17<sup>th</sup>

**2<sup>nd</sup> Grade** - Tuesday, September 18<sup>th</sup>

**3<sup>rd</sup> Grade** - Tuesday, September 18<sup>th</sup>

**4<sup>th</sup> Grade** - Wednesday, September 12<sup>th</sup>

**5<sup>th</sup> Grade** - Wednesday, September 12<sup>th</sup>

**Middle-School Grades** - Thursday, September 13<sup>th</sup>

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

To register, please email Valérie Asensio [vasensio@sdfrenchschool.org](mailto:vasensio@sdfrenchschool.org) with the date and the name of your child before Friday, September 7<sup>th</sup>.

## Tuesday, September 25<sup>th</sup> and Wednesday, September 26<sup>th</sup>

Class and individual picture days for Grade K through 8<sup>th</sup>.

## Monday, October 1st

Class and individual picture days for PK1 and PK2.

## Wednesday, January 9<sup>th</sup>

Class and individual picture day for Grade PK0.

## Forums and Mini-Forums

Forum (K through 8<sup>th</sup> 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; 1<sup>st</sup>-3<sup>rd</sup> grades; 4<sup>th</sup> & 5<sup>th</sup> 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 PK0-PK1-PK2	Elementary School K through 5th	Middle School 6th through 8th
<b>Gate Opening</b> Extended care fee	7:30a.m. - 8:00 a.m.	7:30a.m. - 8:00 a.m.	7:30a.m. - 8:00 a.m.
<b>Supervision provided</b> 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.
<b>Start of School Day</b>	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.
<b>Gate Closure</b> 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.
<b>Lunch/Recess</b> 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.
<b>End of School Day</b> 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.  <b>Half Day Program:</b> 12 p.m. Use main office entrance.  <b>Minimum Day:</b> 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.  <b>Grade 5:</b> Mon./Tues. 3:15 p.m.  <b>Minimum Day:</b> 11:45 a.m.  Adults to remain in the parent area near the gate entrance.	3:15 p.m.  <b>Grade 7 and 8:</b> Mon. 4:05 p.m.  <b>Minimum Day:</b> 12:00 p.m.  Adults to remain in the parent area near the gate entrance.
<b>Extended Care</b> <b>Study Hall</b> <b>After-School Activities</b> More information and registration on SDFAS website.	3:15 p.m. - 6:00 p.m.  <b>Minimum Day:</b> Extended care starts at 12 p.m.	3:00 p.m. - 6:00 p.m.  <b>Minimum Day:</b> 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.  <b>Minimum Day:</b> 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

**1<sup>st</sup> through 8<sup>th</sup>**: For early dismissal and/or medical appointments, email Stephanie Humbert in advance at [admin@sdfrenchschool.org](mailto:admin@sdfrenchschool.org).

**Pre-Elementary and K** : For early dismissal and/or medical appointments, email Babeth Esterly in advance, [preschool@sdfrenchschool.org](mailto: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 Ridgegate 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](mailto: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](mailto: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@sdfrenchschool.org](mailto:preschool@sdfrenchschool.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@sdfrenchschool.org](mailto:admin@sdfrenchschool.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 1<sup>st</sup> Grade:** School Entry Health Checkup
- ⇒ **7<sup>th</sup> & 8<sup>th</sup> 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](http://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](mailto:@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](mailto:vasensio@sdfrenchschool.org)

**Middle School Clubs**, specific to the Middle School co-curriculum are provided on a yearly basis to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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
<b>Mark Rosenblum</b>	Head of School	<a href="mailto:headmaster@sdfrenchschool.org">headmaster@sdfrenchschool.org</a>	301
<b>Stéphanie Humbert</b>	Office Manager Appointments with the Head of School. Elementary and Middle School: Absences/tardy/early dismissal. Student records; Student injuries; Contact information updates; Transportation.	<a href="mailto:admin@sdfrenchschool.org">admin@sdfrenchschool.org</a>	301
<b>Valérie Asensio</b>	Enrichment Program Manager - After school activities-Extended care - Camps	<a href="mailto:vasensio@sdfrenchschool.org">vasensio@sdfrenchschool.org</a> 858.405.9378 ( K-8) 858.717.5189 (Pre-K)	307
<b>Véronique Rahmati</b>	Development Director Fundraising - Annual Funds; Gala; Grant proposals	<a href="mailto:development@sdfrenchschool.org">development@sdfrenchschool.org</a>	304
<b>Emmanuel Poulain</b>	Director of Finance and Operations	<a href="mailto:dfo@sdfrenchschool.org">dfo@sdfrenchschool.org</a>	
<b>Rodney Lafaye</b>	Financial Associate - Tuition; FACTS	<a href="mailto:financial@sdfrenchschool.org">financial@sdfrenchschool.org</a>	303
<b>Isabelle Gilet</b>	Director of Enrollment Management, Marketing and Communication	<a href="mailto:admissions@sdfrenchschool.org">admissions@sdfrenchschool.org</a>	306
<b>Anne Ricart</b>	Librarian	<a href="mailto:aricart@sdfrenchschool.org">aricart@sdfrenchschool.org</a>	322

# CONTACT INFORMATION

858.456-2807

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