



BACK TO SCHOOL

LA RENTRÉE

2017-2018

Information packet

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IMPORTANT DATES TO REMEMBER - August & September 2017

Monday August 28 – Orientation

9:00 a.m. – Noon: Returning families may stop by to find out the class and teacher assignment.
After School Activities open house.

New Family Orientation -- All **new** families are invited to orientation in the auditorium. All **returning** families entering pre-elementary school **or kindergarten** for the first time are also encouraged to attend.

9:30 a.m. – Pre-Elementary School: PK0, PK1, and PK2

10:30 a.m. – Elementary School: Kindergarten – 8th grade

Your child's classroom assignment will be given to you on orientation day, Monday, August 28.

Tuesday August 29 – First day of school

8:30 a.m. – Elementary and Middle School

8:45 a.m. – Pre-Elementary School

2:45 – Dismissal, Elementary School, except 5th grade A & B at 3:15 p.m.

3:00 – Dismissal, Preschool

3:15 – Dismissal, Middle School

Monday, September 4 – Labor Day, No school

Saturday September 9 – Back to School Picnic –11:30 – 3 p.m.

Details will be published in the Écho newsletter.

September 13-19 – Back to School Nights, 5:30 p.m.

September 13 – PK2 and 4th & 5th grades / Moyenne Section, CM1 & CM2

September 14 – Middle School

September 18– PK0, Kindergarten, 1st grade/TPS, GS, CP

September 19 – PK1, 2nd, 3rd/ Petite Section, CE1, CE2

If you attend the back to school nights and need child care, registration is mandatory and the extended care rate will apply. During the back to school nights extended care is available only for children registered at SDFAS. Contact Valérie: vasensio@sdfrenchschool.org and indicate the day you need and the names of your children, before Friday September 8th.

September 15: Minimum Day. Pre-elementary and elementary children are dismissed at 11:45 a.m. Elementary teachers are on duty on the playground until noon. Extended care starts at noon, registration is mandatory.

Middle School students are dismissed at noon.

September 27-28: PK1 to 8th grade Photography – Class and individual picture days
PK0 (January 11th) and Sibling pictures: dates to be announced in Écho.

The **2017-18 school calendar** is available on the website: www.sdfrenchschool.org

Checklist for Back to School

_____ **School Supplies / listes de fournitures scolaires – see the parents section of the web site. You may purchase from the ClassBundl website. For the parents section of the website: Username is parent; password is international.**

_____ Tuition payments made for July, August and September.

_____ Immunizations up to date.

_____ All paperwork signed and turned in. See required “Records on File” (page 7 or pages 12-13 of this packet).

_____ Purchase extended care and study hall hours on the school website under the rubric “Enrichment” if your child will be attending before or after school care.

_____ Register on the school website for hot lunch with Girard Gourmet, also under the rubric “Enrichment”.

_____ Label your child’s clothing and personal belongings.

_____ Use the school “Calendar” link accessible from the homepage of the website to take note of upcoming events for August and September.

_____ New families attend orientation on August 28. Returning families entering Pre-K or K attend orientation. Returning families drop by to learn class and teacher assignments. Class lists will be available.

_____ Watch your email inbox for information about when and how to sign up for After School Activities (August 28 “ASA Open House” 9 am -12 pm at school; September 8 the Fall Session of ASA begins)

School Schedule for 2017-2018 School Year

| | Preschool Maternelle (TPS- MS) | K through 5th Grande section à CM2 | Middle School Collège |
|--|---|---|--|
| Extended care from | 7:30 – 8 a.m. Supervised by assistants. Extended care fee applies. 8-8:45 Supervision provided. | 7:30 to 8 a.m. Extended care fee applies. 8-8:30 Supervision provided. | 7:30 to 8 a.m. Extended care fee applies. 8-8:30 Supervision provided. |
| Start of School Day | 8:45 a.m. | 8:30 a.m. | 8:30 a.m. |
| Gate closure | 9 a.m.-3 p.m. Use front entrance between 9 a.m. & 3 p.m. Parents picking up at noon will use the main office entrance | 8:35 a.m. | 8:35 a.m. |
| End of school day | 3:00 p.m. Pick up in the class until 3:15 with the teacher and assistant | 2:45 p.m. Teachers on duty for pick up on playground until 3:00 pm For 5 th grade: pick up at 3:15 Tuesdays and Wednesdays | 3:15 p.m. |
| After School Activities (ASA) | Starting at 3 p.m. Schedule varies every trimester. Review ASA listing. | Starting at 3 p.m. Schedule varies every trimester. Review ASA listing. | Starting at 3:15 or 4:15 p.m. Schedule varies every trimester. Review ASA listing & MS clubs information |
| End of Day care | 6:00 p.m. | 6:00 p.m. | 6:00 p.m. |

Study hall (Monday through Thursday)

1st grade: 3:00-3:30 p.m.

2nd to 5th grade: 3:00 to 3:45 p.m.

Middle School: 3:15 to 3:45 p.m.

5th gr.: Regular pick up at 3:15 p.m. on Mon & Tues (so as to include Spanish in the schedule).

Communicating with the Office at SDFAS. Please refer to the following staff responsibilities list to contact the appropriate person in the office.

A complete list of faculty and staff will be available at the beginning of the school year.

| Staff Responsibilities | Contact | Email | Phone Extension (858)456-2807 |
|--|---|--|--|
| Accounts receivable, tuition, daycare payments; signed enrollment agreements | Laura Durant, Financial Manager | financial@sdfrenchschool.org | X303 |
| Admissions, communications, advertising and publicity | Catherine Olive, Director of Admissions | admissions@sdfrenchschool.org | X306 |
| Facilities and maintenance staff; transportation drivers | Eglantine Proto, Director of Finance and Operations (DFO) | dfo@sdfrenchschool.org | X314 |
| Development, fundraising, grant proposals | Véronique Rahmati, Director of Development | development@sdfrenchschool.org | X304 |
| After School Activities, Extended care Supervisor ; summer camp and vacation camps | Valerie Asensio, PhD Enrichment Manager | vasensio@sdfrenchschool.org | X307 Or 858-405-9378 (K-8 extended care; 858-717-5189 (pre-k extended care) |
| Student injuries, absences/tardy/early dismissal, student records, address/email changes, transportation; appointments with Head of School | Stéphanie Humbert, Office Manager | admin@sdfrenchschool.org | X301 |
| Pre-elementary school administration, records, absences, early dismissal, student injuries, contact information changes, appointments with PK director and head of school. | Babeth Esterly Pre-elementary School Administrator | preschool@sdfrenchschool.org | X308 Mobile: 858-345-7331 |
| Communications Officer Echo Newsletter & News Flashes | Audrey Blanchard | echo@sdfrenchschool.org | |
| Head of School | Mark Rosenblum | headmaster@sdfrenchschool.org | X301 |
| Pre-Elementary School Director | Véronique Bevali | pre-elementary-director@sdfrenchschool.org | X311 |
| Elementary School Director | Francis Carlier | fcarlier@sdfrenchschool.org | X305 |
| Middle School Director | Bénédicte Brouder | bbrouder@sdfrenchschool.org | X348 |
| High School Placement counselor | Erin Wallen | ewallen@sdfrenchschool.org | |
| Librarian | Anne Ricart | aricart@sdfrenchschool.org | X322 |

Communication between School and Parents – 2017-2018

We make every effort to promote efficient communication between SDFAS and families. We channel the information through Echo (the school newsletter) and make it available on our website. From the home page, you can access everything: calendar, upcoming events, division blogs, newsletters, forms and documents in the secure portal for parents.

| Communication tools | From | Content/purpose | Frequency |
|------------------------------------|---------------------------|---|---|
| ÉCHO (school newsletter) | SDFAS communication group | General information about school life: agenda, events, reminders | Every other Thursday, on average, when school is in session |
| Flash ÉCHO | SDFAS communication group | E-blast giving one information (example, announce a show) | On average once a week |
| Emails or class blogs | Teachers | General information about the class or personal information about your child's progress | As needed – usually once a week |
| Emails sent via Mystudentsprogress | SDFAS administration | Short information: safety and health, note from Head of School or Directors | As needed, usually no more than twice a week |
| Email | ASA manager | Information about your child's activity | As needed |
| From Parents | | | |
| Emails | Room parents | Information about your child's class | On average once a week |
| Flash ÉCHO or email | Parents Association | Information on events sponsored by the P.A. | On average once a week |

Some notes and advice:

To reduce the flow of emails, we encourage parents to access information directly on the SDFAS website. The subject line of the emails will help you identify content and decide if you need to read general information sent to all parents. **We encourage everyone to use the 'reply to all' button with great caution. Reply to individual is most often the best way to reply to group email.**

We also display information on the bulletin board by the entrance gates. We encourage teachers to post useful information, such as homework on their class blogs. In Middle School, the google calendar is an essential tool for students to access homework and agendas; however, each student has an paper homework agenda that remains the main source of information for homework.

Parents can also use www.mystudentsprogress.com to set up notifications on their child's results.

Student Lunch Program **2017-2018**

Girard Gourmet offers school lunches that are healthy, balanced, and natural. **Girard Gourmet** prepares, delivers and serves the meals to the school each full school day, using fresh organic produce locally grown on their farm in Julian. The menus may change based on seasonally available fresh produce. Non-disposable utensils are provided.

You will need to register for the school lunch service online. No registrations will be accepted on paper. If your child forgets his own lunch, an emergency hot lunch may be purchased online from Girard Gourmet for \$6.50.

A sack lunch will be substituted during field trips for registered children. No lunch will be offered for parents during field trips. There is no lunch on minimum days or during school breaks.

Lunch Program

Children can register for 2 days (Tuesday and Thursday), 3 days (Monday, Wednesday and Friday) or 5 days a week.

- **\$6.50: Lunch fee per day, when not prepaid by year or trimester.**
- **\$5.50: K-8th per day, paid by trimester or year (see rates below)**
- **\$5.00: Preschool per day, paid by trimester or year (see rates below)**

You must register online and make your payment to Girard Gourmet. **You can also register via the school's website by credit card secure payment. You will find the School Lunch program under the rubric "Enrichment."** Lunch starts on the first day of school August 30 and ends in June.

Registration can be done for two, three or five days per week, or just Fridays, for:

- **September - December**
- **January - March**
- **April – June**
- **September – June (entire school year)**

For more information, contact Diana directly at Girard Gourmet at (858) 454-3325.

Girard Gourmet www.girardgourmet.com 7838 Girard Avenue, La Jolla, CA 92037
Tel : 858-454-3325 – Fax : 858-454-2325

PROTOCOL and GENERAL INFORMATION PRE-ELEMENTARY SCHOOL -- PK0, PK1, PK2

The following is a summary of school protocol and contact information for the SDFAS pre-elementary school. The comprehensive rules, policies, responsibilities, etc., are outlined in the Parent-Student Handbook, which you will receive soon via a separate communication. It is the responsibility of the parents to read the Handbook, and to be familiar with the school calendar, minimum days, vacation dates, report card distribution dates, etc.

Pre-elementary School Contact Information

| Staff Responsibilities | Contact | Email | Phone Extension (858) 456-2807 |
|---|---|--|--------------------------------|
| Pre-elementary school administration, records, absences | Babeth Esterly, Pre-elementary School Administrator | preschool@sdfrenchschool.org | X308 858-345-7331 |
| Pre-Elementary School Extended Care (after school) | Valérie Asensio, PhD | vasensio@sdfrenchschool.org | X307 858-717-5189 |
| Pre-Elementary School Director | Véronique Bevali | pre-elementary-director@sdfrenchschool.org | X311 |

Records on File

Below is a list of the documents you will need to complete and bring to the office. If you do not have them, they will be available at orientation.

Pre-elementary

- Immunization records, Physician's Report;
- Child's Pre-admission Health History - Parent's Report;
- Acknowledgment of receipt of "the personal rights contained in the California Code of Regulations, Title 22"; and
- Acknowledgment of Notification of Parents' Rights.
- Aggressive Behavior and Biting Policy.
- Emergency Information Form.
- Consent for Emergency Medical Treatment.
- **PK1 only:** Potty Training Policy.

Arrival and Dismissal Times

Pre-elementary: School starts at 8:45 a.m. and dismissal is at 3:00 p.m.

Pre-K: Minimum day dismissal time is 11:45. Children must be picked up by 12:00 noon.

Pre-K: Half-day program – pick up time is 12:00 noon (a fee is charged for pick up after 12:15).

The gate at the pre-elementary school will be open during the following times:

7:30-9:00 a.m.

3:00 p.m.–5:00 p.m. After 5 p.m., pick up will be in a designated pre-elementary classroom. If arriving at other times, please use the main office entrance.

Extended Day Care begins at 12:00 on minimum days.

Half Day Pick-up Protocol

- Children registered in the half-day program need to be picked up at noon.
- Use only the front entrance.
- Park in the front parking lot.
- Lunch for full day students begins at 11:45 a.m.
- An extended care fee will be charged if children are picked up after 12:15.

Pre-Elementary School Drop-Off and Pick-Up

School starts promptly at 8:45 a.m. Upon arrival, go to the playground and leave your child in the care of the staff on duty. However, staying with your child is an option you may choose. Sign-in/out sheets will be in binders on the counter outside near the gate.

It is a requirement of daycare licensing to sign the child in and out daily by writing your full name in the attendance book, as well as the time of arrival and departure. Initials only are not accepted.

If the parent or guardian will not be picking up the child, or if your child is to leave the campus with another family from the school or a caretaker, you need to inform the office. A staff member on duty is stationed at the exit gate and will allow your child to leave only with the parent/guardian or a designated person.

For the safety of the children, there is a painted path extending from the preschool entrance along the fence over to the field. The children will follow this path on the way to the field rather than cutting across the parking lot. Adults must hold the child's hand at all times while in the parking lot.

Late arrival/early dismissal

From 8:45-9:00, late PK children will enter at the PK entry gate. PK children arriving after 9 a.m. must use the main office entrance.

For early dismissal and dental/doctor appointments, contact the office in advance: Babeth Esterly – preschool@sdfrenchschool.org

Drop-Off, Parking, Departure

It is extremely important that drivers abide by the following rules:

- The parking lot adjacent to the Pre-Elementary school is reserved for Pre-K drop-off and pick-up only. Cars must display the 2017-2018 Parking Permit. All new families need to pick up a 2017-2018 parking permit from Babeth (one permit per child with the option to purchase an additional permit for \$5). Returning families need to pick up their 2017-18 sticker in the office and can re-use the permit from last year.
- If you park in the front parking lot, there are reserved spaces for Head of School, Auction Winners, and handicapped drivers. These spaces are not available for general parking. See page 10 for further parking information.

School T-shirts

All children in pre-elementary school and kindergarten will receive a new school T-shirt. Parents will be notified in advance when the child needs to wear the shirt. Additional T-shirts are available for purchase.

PROTOCOL and GENERAL INFORMATION

FOR PARENTS and STUDENTS

KINDERGARTEN – 8th GRADE

*The following is a summary of school protocol. The comprehensive rules, policies, responsibilities, etc., are outlined in the **Parent-Student Handbook**.*

Middle School parents and students are required to read and sign the additional Middle School Community Agreement for approval.

It is the responsibility of the parents to read the Handbook, and to be familiar with the school calendar, minimum days, vacation dates, report card distribution dates, etc. The information included here outlines the many important items to know for an easy and flawless transition to school. Of course, our staff is available to assist you, so if you have any additional questions, contact the appropriate person as listed in the staff responsibilities list (page 4 of this packet).

Arrival/Dismissal/Drop-off/Parking/School Entrance and Exit

Arrival and Dismissal Times

K-8th: School starts at 8:30 a.m.

K-5th: School is dismissed at 2:45 p.m. – In 5th grade, dismissal is at 3:15 p.m. on Mondays and Tuesdays.

Middle School: School is dismissed at 3:15 p.m.

K-5th: Minimum day pick up time at 11:45 p.m.

Middle School: Minimum day pick up time at noon

When picking up the students, adults need to remain in the parent area.

Arrival

The bell rings at 8:30 a.m. for Kindergarten to 8th grade. **Students are expected to arrive before 8:30 a.m.** Drop-off time is between 8:00 and 8:30 a.m. **Children in K-8 need to arrive on the playground by 8:25 a.m. and join their class when the bell rings at 8:30 a.m.** Signs are posted indicating where each class is to line up. The teacher for their first period class will escort the group to their classroom. Middle School students proceed to the Middle School area on their own.

Parents need to stay in the designated “parent area” near the entrance gate. Please leave the campus as soon as the bell rings. If parents wish to converse with one another, please do so outside of the gates, as they will be locked at 8:35 a.m. **Also, we ask that parents avoid entering and exiting through the office, except when students are tardy or if there is an early dismissal.** K to 8th grade late students **must** enter the administration office in the front and ask for a late arrival slip.

Students are under the supervision of their teacher during class time. At each recess, they are under the supervision of teachers on duty. At the end of recess, each teacher for the following class period will lead their class from the playground and escort them into the classroom.

Kindergarten

Kindergarteners' parents will be authorized to walk their children to the classroom in the morning until September 22nd.

Dismissal

If the parent or guardian will not be picking up the child, or if your child is to leave the campus with another family from the school or a caretaker, you need to inform the office. A staff member on duty is stationed at the exit gate and will allow your child to leave only with the parent/guardian or a designated person.

Between 2:45 and 3:00 p.m., the children will be released to their parent or caretaker by the teacher on duty. After 3:00 p.m., (K-5th) or 3:15 p.m. (6th-8th) students will go to extended care or study hall and the extended care fee/study hall fee will apply.

Late arrival/Early dismissal/Pick-up during study hall

The gate to the main campus will be locked by 8:35 a.m. Students arriving after 8:35 a.m. need to enter the campus through the main office. Students will need a tardy slip for admission to class. Late arrival should be an **exceptional** occurrence, as it is disruptive for your child and other students.

For early dismissal and doctor/dental appointments, email the office in advance:

admin@sdfrenchschool.org. To pick up your child, go to the office and a staff member will call the classroom **and your child will meet you in the office**.

If you leave and come back to school after an appointment, stop in the office for a pass to be admitted to class.

Children need to be picked up before or after study hall. If you have an urgent situation and must arrive during study hall, enter through the office and the office manager will phone the classroom. Refer to dismissal times on page 3.

Drop-Off, Parking, Departure

It is extremely important that drivers abide by the following rules:

- Drive slowly in all parking areas.
- Drop off time is between 8:00 and 8:30 a.m.
- Reserved spaces for Head of School, Auction Winners, and disabled drivers are not available for general parking.
- The yellow zone at the front of the school is a student drop-off zone - no parking allowed. The maximum limit in the yellow zone is 15 seconds.
- Students may be walked from the car if you are parked in a designated parking area in the front parking lot.
- A member of the staff will direct traffic in the parking lot and guide students to the entrance. Please follow traffic director's instructions.
- The parking lot adjacent to the Pre-Elementary school is reserved for Pre-K drop-off and pick-up only. Cars must display a 2017-2018 Parking Permit (see bottom of page 8 of this packet).
- The entrance and exit to the school is one-way. If you approach the school from the south, you need to go to the traffic light at La Jolla Scenic, make a U-turn and turn immediately right into the drive. From La Jolla Scenic South, turn right onto Soledad Mtn. Road, and immediately turn right into the driveway. You can exit the lot only one way, which is to the south on Soledad Mountain Road. **If you need to go north, you will need to make a U-turn after the first traffic light, at the second traffic light near the Ridgegate housing complex. Making a U-turn at the Windemere complex or turning around in the Windemere driveway are both strictly forbidden.**

After School Activities will be available on the website under enrichment and after school activities. Online registration will be available the first week of school. For more information contact, Valérie Asensio: vasensio@sdfrenchschool.org

Additional **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.

Calendar

The school calendar is available on the website at www.sdfrenchschool.org.

Carpooling

For a list of parents living in your area (zip code), send an email to admin@sdfrenchschool.org.

Communication with the school. It is necessary that all parents have email and that they check it daily for correspondence and important information from the school. Parents are asked to communicate via email, rather than phone, as much as possible. Emails are included in the staff list. All teachers and administration can be reached via email by using the first initial of their first name, followed by their last name@sdfrenchschool.org. You may expect to receive a bi-weekly newsletter and occasional e-blasts. Please inform the office if your email address changes. See the communication chart in the Appendix for details on how the school communicates with parents.

Contact Information

Please note that we always need to have your correct contact information on file. Send contact information changes to: Stéphanie Humbert, admin@sdfrenchschool.org. This includes email, home address, phone, or emergency contacts.

Dress Code

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

Extended care before and after school is from 7:30 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m. Starting at 3 p.m. (K-5th) or 3:15 pm (6-8th) children will go to extended care (K) or study hall (1st-8th) and extended care fee/study hall fee will apply. Study hall for 5th grade will start at 3:15 p.m. on Mondays and Tuesdays to allow time for Spanish.

Extended care fees and study hall fees are the same and will be billed in 30-minute increments from the sign-in time. Every child must be signed out using the I-pad with the daycare staff upon leaving the campus. If the adult does not sign out, you will be billed until 6 p.m.

For fees, refer to the chart on page 15.

If you had a remaining balance for paid or unpaid extended care from last year, it will be applied to your extended care hours this year.

Extended Day Care begins at noon on minimum days. Parents must register their children for extended care on minimum days, for the Back to School Nights (Sept. 13-19) and other special events. Daycare is free during Parent/Teacher Conferences, however, only during the time of your conference and you must inform the daycare staff of your meeting time.

Field Trips

Field trips are organized as an educational supplement to the curriculum. Consult the Parent-Student Handbook for specific information.

Forgotten lunches and books are to be left in the office and will be delivered by the staff to the lunch area.

Governance

The Board of Trustees, School Council, Room Parents, and Parents' Association are established volunteer and governing groups of the school. Further information on their specific roles in the school is available in the Parent-Student Handbook.

Grievances

If there is a problem or concern, please follow the **grievance procedure** as outlined in the Parent-Student Handbook. If you must speak with a teacher, administrator, the Head of School, or a director, you need to make an appointment. Impromptu meetings will not be honored especially between 2:45 and 3 p.m., while teachers are still on duty supervising the students. All conferences are to be private and should be scheduled during the teacher's office hours. Please do not speak with the teacher in a classroom in front of the children or other parents. Parents are not to enter the classroom without an appointment (K-8). You may schedule appointments for classroom visits with the appropriate division director.

Hot Lunch Program

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.

Registration for the hot lunch service will be available online only on the school's website: www.sdfrenchschool.org under "Enrichment" and "School Lunch."

Immunizations

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. The new vaccination bill SB 277 was implemented July 1, 2016.

Lunch times

Preschool students have lunch from 11:45 to 12:15/12:30pm.

Kindergarten and 1st to 5th grade have lunch/recess from 11:45 a.m. – 12:30 p.m.

Middle School lunch/recess is from 12:00 to 12:40 p.m. Lunch and recess are always held outside, unless it is raining.

MyStudentsProgress.com

You can refer to the website mystudentsprogress.com (=MSP) for any information related to your child(ren)'s grades and report cards.

Further instructions on how to access www.mystudentsprogress.com will be emailed to you.

Parent Teacher Conferences (See the dates on the school calendar available on the website). The first one is general with the teachers presenting their curriculum to the parents on a **Back to School Night (September 13-19.)** The second and third are individual conferences in October and March. Individual pre-elementary and Kindergarten parent/teacher conferences are in January and June. If you wish to have a conference outside of this time, you need to make an appointment with the teacher and schedule it during their office hours. You may contact them via email.

Records on File

Below is a list of the documents you will need to complete and bring to the office. If you do not have them, they will be available at orientation.

Kindergarten & new 1st grade students:

School Entry Health Checkups ("the green form") to be completed by a physician. Please make an appointment with your physician and tell them you need the Report of Health Checkup for School Entry and an updated immunization record.

All Students, Preschool - 8th grade:

- Emergency Contact and Medical Information form.
- Consent for Emergency Medical Treatment (new students or if there's been a change of address).
- Immunization records.
- Transcripts/School records (new students).

Room Parents

If you have been here one year or more and would like to be a room parent, sign up with your child's teacher on back to school nights.

School Records

Student files for 1st-8th grade are kept in the front office. Student files for kindergarten are in the pre-elementary school office.

School Supplies / Liste des fournitures par classe

The **students' school supply lists** are available on the school website: www.sdfrenchschool.org.

To access these online lists:

www.sdfrenchschool.org

- click on "parents login" / *espace parents* in the upper middle section of the home page
- enter the username: **parent** and the password: **international**
- in the list on the left, click on "School Supplies" (English version) to get lists by grade and *Fournitures scolaires* (French version).

This year we have partnered with **ClassBundl** so that you can shop pre-bundled packages online and have your child's name-brand supplies shipped to your door! Order today at <https://classbundl.com/985>

Study hall: Students who are not picked up by 3:00 p.m. (1st to 8th) will be sent to study hall. Online registration for study hall is mandatory. Study hall is Monday to Thursday, and hours are 3:00 p.m.- 3:45 p.m. for 2nd-5th grades, 3 p.m.- 3:30 p.m. for 1st grade and 3:15-3:45 p.m. for Middle School.

Kindergarten students will be supervised by extended care staff. Teachers are available to answer homework questions to students. A French teacher will be on duty for the non-native French speakers and an English teacher for the non-native English speakers. It is still the responsibility of the parents to verify the completion of their homework. The study hall is paid through the extended care service.

T-shirts and Polo Shirts

All children in pre-elementary school, and kindergarten to 8th grade will receive a new school T-shirt. A red polo shirt will be distributed to new students in 1st-8th grade.

Additional shirts and red polo shirts may be purchased in the main office. **Students must wear the T-shirt on the days they have sports and polo shirts are to be worn for field trips.** Parents will be notified in advance when the child needs to wear the polo shirt. Class schedules will be distributed to the students and will be in a notebook that goes home with your child so that you can be aware of the days your child has physical education.

Thursday Forum

An all school assembly, "Le Forum," is held on Thursday mornings at 8:30 a.m. in the auditorium. The

“*Mini-Forums*” are for preschool parents and usually held three or four times a year on Wednesdays. Parents are invited to stay and watch the students make their presentations. However, it is imperative that parents remain perfectly quiet, while in the auditorium and remain seated during the presentations. If you wish to converse, or accept mobile phone calls, please step outside. Students usually attend forum in groups: Pre-elementary; 1st-3rd grades; 4th & 5th grades; and Middle School. A calendar of Forums is published in the *Écho* newsletter and reminders are sent by teachers when their class will present at the Forum.

Transportation

If you are interested in the school transportation service to Encinitas and Carmel Valley, contact Stéphanie Humbert, admin@sdfrenchschool.org. Transportation will start on the first day of school. However, sometimes parents may wish to drive their child on the first day of school, so please contact the office if that is the case (X301).

Volunteering at School

Volunteer opportunities will be available throughout the year and will be communicated to you via the school newsletter, the *Écho*.

Website

The school's web site is www.sdfrenchschool.org. Consult the “parents login” section of the web site for news, information, and updates, in addition to the calendar on the home page. The login is **parent** and the password is **international**.

SDFAS Extended Care Information and Rates

If your child is doing an after school activity, you will not be billed for extended care during the time of the activity. Late pick-up after 6:00 p.m. will be billed at \$1 per minute, and the regulations in the Parent-Student Handbook will apply. If a child is not picked up at 6:00, the extended care attendant will call the parent. If the parent cannot be reached, the emergency contact person will be called. If the emergency contact person cannot be reached, the extended care staff will call Child Protective Services at (858) 560-2191.

Remaining hours from 2016-2017 will roll over for this school year.

Purchase extended care hours online: <https://www.sdfrenchschool.org/enrichment/daycare-and-study-hall/>

Rates:

| Extended care Hours | Rate/hour/child | Total per child |
|------------------------------------|--------------------------------|--------------------------------|
| 25h | \$6.50 | \$162.50 |
| 50h | \$6 | \$300 |
| 100h | \$5.50 | \$550 |
| Drop-in, no hours on file | \$10 | \$10 |
| \$1/minute after 6 pm | \$1/minute | \$1/minute |
| Extended care Package (Sept-June)* | \$1700 (1 st child) | \$1500 (2 nd child) |

*Unlimited use of extended care per child from 7:30-8:00 a.m., 3:00-6:00 p.m. and from 12-6 p.m. on minimum days from August 29, 2017 – June 15, 2018. This package doesn't include the vacation breaks or summer camp.

MIDDLE SCHOOL SCHEDULE & INFORMATION

Middle school will be dismissed every day at 3:15 p.m. and will have a choice of activities:

- On **Mondays**, 7th and 8th grade have physical education from 3:15 to 4:05 p.m. (Sixth grade will have PE during regular school hours). This class is part of the regular schedule and the curriculum.
- The sports league **OR** elective classes are on **Tuesdays and Thursdays** from 2:25 to 3:15 p.m.* Games and meets for the sports league may take place on other campuses and may end at a later time.
- From 3:15 to 4:05 p.m., students may select from a variety of fee-based and no-fee Clubs run on a trimester basis.* Please refer to detailed information to be sent by the Middle School Director.
- Middle school students may also opt for Study Hall from 3:15 to 3:45 p.m., or After School Activities (see “Enrichment” rubric on the website).

****Important: a detailed program has been sent to Middle School parents, who will need to register their child for either elective classes OR sports league on Tuesday/Thursday, as well as for clubs on other days and the student's choice of either French or English “Extended Studies”.***

7th & 8th grade students – Please be reminded that you will need to have your **whooping cough (pertussis) vaccination** before school starts and you will need to provide a copy of your immunization record. Please give this information to Stéphanie Humbert in the office and contact her if you have any questions. Her email is admin@sdfrenchschool.org

Campus maps will be available at orientation.