

THE BRICK CHURCH SCHOOL

62 East 92nd Street
New York, NY 10128

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THE MISSION OF THE BRICK CHURCH SCHOOL

Founded by The Brick Presbyterian Church in 1940, the Brick Church School is a community where children, their families, teachers, and staff of the School and Church are valued and respected. It is a place where teachers as well as children are continually learning with the School's strong support. The family and School are viewed as partners in the education process. As an integral part of the life and mission of the Church, the School conducts a weekly chapel service for the children.

Children of all racial, ethnic, religious, and economic backgrounds, and family configurations are welcomed as part of the School's and Church's commitment to diversity and inclusiveness. In an atmosphere of warmth and mutual respect, teachers help children become productive members of a community of learners.

The School recognizes that play is the work of young children. It strives to address children's different learning styles by engaging in project work that is grounded in topics of interest to children as well as teaching basic skills, and by maintaining a balance between teacher direction and freedom of choice for the child.

The Brick Church School's ultimate goal is for its students to leave the School as happy, self-confident individuals, mindful of God's love, accepting of themselves and others, filled with curiosity and joy in learning.

ORIENTATION

In order to facilitate the child's transition from home to school, teachers try to visit each child at home. It is hoped that this brief social visit will help develop good rapport between the family and the School as well as help familiarize each child with his or her teachers. If time does not allow for a home visit for everyone before school begins, some children who have already been in the School may be visited somewhat later in the fall. Children who live at a considerable distance from the School may be asked to have a private classroom visit before School starts.

The child's teacher will contact each family to arrange a convenient time for the visit, and they will also inform parents about what day of the week the child will begin orientation. Children will start at staggered intervals during the orientation period. Once a child begins, consistency of attendance is very important. Parents of children who are new to the School are asked to be sure that someone who is well known to the child be on hand for the first days of orientation.

ARRIVAL AND DEPARTURE

All children should join their classes between 8:50 and 9:00 a.m. for the morning program and at 1:00 p.m. for the afternoon program. There is an early arrival option at 8:00 a.m. for the morning program. Please be careful about punctuality, since lateness is disruptive to both children and teachers. Children must be personally escorted to their teachers. The School cannot assume responsibility for any child who is dropped off without personal contact between the escort and the School staff.

| Morning Program | Drop-Off | Pick-Up |
|------------------------|-----------------------|----------------|
| 2N, 2S, 3N AM* | Classroom | Classroom |
| 4N, 4S | Garden Room | Garden Room |
| 5N | Garden or Youth Floor | Classroom |

| | | |
|----------------|-----------|-----------------------|
| 5S, 6AM | Classroom | Garden or Youth Floor |
|----------------|-----------|-----------------------|

*Please note: children in 3N AM who stay for extended day are dismissed from the Garden Room on Tuesday, Wednesday, and Thursday.

Children in the morning program will be dismissed at 12:00 p.m. Children in 2S will be dismissed at 12:10 p.m. Monday and Friday. Children in 2S and children who stay for extended day will be dismissed at 2:30 p.m. on Tuesday, Wednesday, and Thursday.

| Afternoon Program | Drop-Off | Pick-Up |
|--------------------------|-----------------------|-----------------------|
| 3N PM | Garden or Youth Floor | Classroom |
| 6PM | Classroom | Garden or Youth Floor |

Children in the afternoon classes will be dismissed at 4:00 p.m. Monday through Thursday and at 3:30 p.m. on Friday.

Please notify the School in writing if there is to be any change in the child's escort. No child will be released to a person not known by the School. Please also be sure that each child is personally dismissed by the teacher. In this way, the School can be assured that every child has been accounted for.

HOME-SCHOOL COMMUNICATION

In order for us to plan intelligently for your child, good communication must occur between home and school. Simple messages may be delivered by hand, voicemail, or email. If you wish to communicate anything other than a brief message, please ask the teacher to contact you when she is free or to arrange a conference. In this way, the teacher will not have to neglect children who need her, and she will be free to give you her undivided attention. While email is a great convenience, parents and teachers are strongly discouraged from using email to discuss substantive matters regarding a child's progress or issues that arise in the classroom.

Regular conferences will be arranged for all parents. A Visiting Day for parents is also scheduled. These will occur after the first month of school, to give the children time to adjust. Any parent who wishes to observe a classroom at a time other than Visiting Day should speak to the teacher to arrange a visit.

Lectures and workshops for parents will also be arranged and suggestions for relevant topics are welcome.

Please feel free to discuss any area of concern with the Director, Associate Director, or staff members. Any personal information you disclose will be treated with respect and confidence. It is very important that we be kept informed of changes occurring in the home so we may help your child adjust to such changes. Please inform us about a new address, phone number (home, work, or cell), or email address, as well as a change in the people to be contacted in case of emergency.

We would appreciate being notified of any planned absences that may occur at times other than vacations. Such absences are, of course, generally discouraged.

HEALTH

Every child is required to have an annual physical examination. Please return the completed health form before the first day of school! No child will be admitted until this form is received and until all required immunizations have been administered. If your child is under a physician's care for any special health problem, is taking any medication, or has allergies, be sure these items are noted.

The School is licensed by the Department of Health to administer medication in accordance with Medication Administration Training (MAT) requirements. Only MAT-certified teachers and administrators may administer medication, in accordance with state law. If your child has a condition, such as a life-threatening allergy, that requires the school to keep medication on the premises at all times, Department of Health paperwork must be completed by the child's physician and given to the school prior to the school's acceptance of such medication. It is our policy to administer medication only in emergency, life-threatening situations. In addition, we will work with families whose child has been cleared by his or her physician to come to school but who has remaining doses of a course of medication that must be administered during

school hours. Department of Health paperwork must be completed in these instances as well. Please see the Associate Director to obtain the paperwork and discuss any questions pertaining to medication administration.

Kindly report any instance of a contagious disease immediately. For all other absences due to illness, a telephone call or a note of explanation would be appreciated. Some parents have expressed concern over children coming to school sick, which can infect other children or teachers. Your child may feel well enough for school, but risk exposing another child or teacher who may have lower resistance and become considerably sicker.

Children should be kept home for the following reasons, as well as for more serious illnesses: temperature of 100° F. and above; vomiting or diarrhea; rash accompanied by other symptoms such as fever, vomiting, or diarrhea; a cold of recent onset and getting worse, especially with a nasal discharge and/or accompanied by temperature, vomiting, or diarrhea; a cough of recent onset and getting worse; conjunctivitis, commonly known as "pink eye;" and lice, until after it has been treated.

If you are in doubt as to whether or not your child is well enough to attend school, the wisest course is to wait for a day. It is at the onset of an illness (especially the common cold) that the child is most contagious. If everyone is careful to keep a sick child home, it will benefit all.

It is not possible for the School to keep a child indoors when the class has its outdoor play period. When a child is sent to school, he or she should be able to participate in the full day's program, including outdoor play.

If your child becomes sick or is injured at school, we will first contact you, or if you are unavailable, the emergency contact you have specified. If an accident requires immediate attention, the child will be taken to the most accessible Emergency Room, and you can then meet your child there.

A light snack is served to all children. Children in the Extended Day Program who bring lunch are urged to bring sandwiches, cooked eggs, chicken, cheese, or other protein food, and raw vegetable sticks or fruit. It is suggested that sweets be kept to a minimum. Please do not send candy or gum. Milk will

be provided by the School. If you will be sending any perishable items, please pack the lunch in an insulated bag with a cold pack.

FIRE DRILLS AND EMERGENCY EVACUATION

By law, the School must have eight fire drills before Christmas vacation. By having one or two a week while the weather is still pleasant, this requirement is fulfilled as easily as possible. We must also have four fire drills in the spring. At first, teachers will be notified of drills; later they will be surprised. We shall try to practice exiting from various places -- classrooms, playground, music room -- since a group could be anywhere in an emergency. Teachers must be aware of the number of children present at all times so that all children are accounted for.

When the fire bell rings:

- Children quietly line up, without coats, as quickly as possible. One teacher leads the class, another follows behind the last child. Classes exit up or down the closest staircase to the main floor. Children stay to the right and hold the railing while using the stairs.
- Teachers are responsible for counting the children as they exit the classroom, taking the classroom's emergency backpack and attendance book with them, and shutting the classroom door behind them.
- When exiting from a location other than the classroom, teachers are responsible for counting the children and shutting doors behind them whenever possible. Teachers should not return to the classrooms to get their emergency backpacks.
- Classes on the roof, 4th floor, 3rd floor, 2nd floor, youth floor, and in the music room use Stairway A (New Parish House stairway) and exit out the emergency door to the east of the main entrance on 92nd Street. These classes proceed toward Park Avenue and line up along the buildings to the east of the Parish House.
- Classes on the fifth and sixth floors use Stairway B (Old Parish House stairway) and exit out the main entrance onto 92nd Street. Room

6 and classes in Watson Hall or the Watson Hall kitchen use the stairway in the Church building and proceed through the Garden Room, exiting out the main entrance onto 92nd Street as well. These classes proceed toward Madison Avenue and line up along the buildings to the west of the Parish House.

- A supply of emergency water is kept in the main office in a backpack. A member of the office staff will bring this backpack out of the building in the event of an evacuation.
- Once outside, teachers again count the children. An administrator checks with the teachers regarding attendance. Classes stand quietly until an administrator gives the okay to return to the classrooms. Children remain quiet as they return to the classrooms.
- If the exit(s) onto 92nd Street are blocked or unsafe, all classes will exit onto Park Avenue via the Sanctuary or Chapel, or onto 91st Street via the exit at the front of the Sanctuary.
- In the event that an emergency requires moving further away from the building, the entire school will proceed to the Nightingale-Bamford School at 20 East 92nd Street. If for any reason we are unable to head toward Nightingale, the entire school will proceed to the Trevor Day School at 11 East 89th Street.

Teachers should talk to the children about these procedures, be acquainted with the various exits, and be sure of exit procedure if the group is split for music or some other activity.

POLICY ON DISCIPLINE

The following procedures apply to all children:

- Teachers should plan developmentally appropriate activities for children in order to minimize discipline problems that might arise.
- Teachers should use positive discipline, referring to what the children should be doing rather than what they are not doing.
- Whenever possible, teachers should use logical consequences for a child's infraction of rules. For example, if a child knocks down another child's building, teachers should ask him or her to build it back up. If children do not want to clean up, teachers should refer to missing part of the next activity if

- we don't finish cleaning up the present one.
- When a child hurts another child, the child should be taught to use words for the situation. The child who has been hurt should say, "I don't like that. Don't do that again." The child who is the aggressor should be taught to use words for the problem; i.e., "May I please use that when you are finished?" or "Would you trade this for that?"
 - If a child is having trouble in a particular area of the room, after warnings, the teacher should gently direct the child to another part of the room.
 - The goal with each child is to build self-respect and self-monitoring behavior. We do not help children to master their impulses if the only time they behave is when an adult is watching. We want to help children to develop strategies for decision making that they can put into practice independently in their daily interactions with peers.
 - If teachers meet children where they are, and make appropriate demands for growth at appropriate times, the children will have the best chance to be successful in their endeavors and will come to respect their own abilities. Children will learn to value the self-discipline they must apply to attain their goals. It is our aim to help children learn to be self-disciplined rather than adult-monitored.
 - Children who present any kind of behavioral challenge are to be discussed with the Director, Associate Director, and School Psychologist.
 - Of course, no corporal punishment (i.e., hitting, pushing, etc.) is ever used.
 - Of course, no psychological punishment (i.e., denial of snack or lunch, threats of physical punishment, isolation in another room, name-calling, etc.) is ever used.

GUIDELINES FOR PARENTS ACCOMPANYING CHILDREN ON FIELD TRIPS

Children wear name tags with the school's address and phone number. Teachers will assign children to specific chaperones. Although the group should not separate, cell phone numbers of those on the trip should be exchanged. Adult/child ratio depends on the nature of the trip and the developmental levels of the children.

- This is a different experience from going on a trip with your children out of school. A higher degree of structure is necessary to assure the safety of the whole group.
- You are responsible for the children in your care. They should never be out of your sight. Remind children to stay with their grown-up.
- A class trip is a learning experience and you are “teachers.” Please help the children to get the most possible out of the trip.
- Siblings should not go along on trips. They can distract you from your primary responsibility. This is also an opportunity for your child to have you share his or her school world.
- Conversations with other adults can distract you and imperil the safety of the children. Please remember that your focus on the trip should be the children.
- Be scrupulous about following the teacher’s instructions. You may know that the children in your care are safe, but if the teacher cannot find you, she will be extremely worried. Never separate from the group if this was not previously arranged. Ask teachers where they want you to sit on the bus.
- If you cannot find the rest of the group at the agreed upon time for departure, just wait. Never take children back to school without telling the teacher. Never take your own child home without telling the teacher.
- In most circumstances, teachers are counting on parents to assist with the return trip to school and the safe re-entrance into the school building. Unless the teachers have told you otherwise, you are expected to accompany the class back to Brick. If you are unable to do so, and will have to leave the group earlier, please let teachers know in advance so they can plan accordingly for the safe return of the group to school.
- Please do not spend time on your cell phone except in an emergency. This is meant to be a special time with your child.
- If appropriate, teachers will arrange for food and drink for field trips. Under no circumstances, absent medical necessity discussed with the teacher in advance, should parents provide food or drink to children, including their own, which is not part of the group snack planned by the teacher. Similarly, we ask that parents refrain from eating or drinking anything other than the group snack as well. Hot coffee or tea poses a danger and is not permitted on field trips.
- If children bring their lunches or other individual snacks on a field trip, there can be no food sharing, in order to protect children with allergies.

- Following the above guidelines should ensure the safety of all the children. However, if you should lose sight of a child in your care, immediately tell or call the teacher and an official at the place you are visiting. Stay where you are with the other child or children and have the teacher search for the child. The School should also be notified at 212-289-5683.

BIRTHDAYS

Birthdays are a most important event in children's lives. Children commonly try to bribe a classmate with the statement, "If you give me that, I'll invite you to my birthday," and the strongest words expressed in anger are often, "I'm not going to invite you to my birthday."

It is not always possible or even desirable to invite the whole class to your child's birthday party, but we do have certain requests so that children's feelings will not be hurt. If you are not inviting the whole class, please invite less than half the class and be sensitive to the gender of the children so that you are not excluding only one or two boys, for example. Neither invitations nor gifts should be brought to school unless everyone is included. Parties should be planned late enough after dismissal that those not attending will not see a group of children leaving together.

Teachers will celebrate children's birthdays in school, and should not be invited to home birthday parties, as they would not reasonably be able to attend every child's party. You are most welcome to send cupcakes or cookies to school so your child's birthday may be celebrated with the whole class. Our only request is that you give teachers ample notice so that two special snacks do not arrive on the same day. Please be sure to check on the number of children and teachers in your child's class.

The example you set in showing sensitivity to the feelings of others will make your children kinder people. Thank you for your cooperation.

CLOTHING AND ACCESSORIES

School clothes that afford children maximum freedom and require minimal attention are best. Clothing that can be put on and off with ease, and that is sturdy and washable, allows children to devote their attention to the tasks at hand without concern for their attire. Children should be prepared for both indoor and outdoor activities every day, and active play is safer when low-heeled shoes with non-skid soles are worn. During the winter, children should wear boots in bad weather even though they may not be needed on the streets or sidewalks. Our play spaces are often snowy long after other areas are clear, and children do play outdoors all during the winter.

An extra set of underwear, socks, and pants should be kept at School for occasional accidents.

All children should have a smock that is easy to put on and take off. A waterproof smock affords better protection than cloth.

Please be sure that every item of apparel is clearly labeled with your child's name! Laundry marking pens can be used for items on which it is difficult to sew labels, such as boots.

EMERGENCY CLOSING PROCEDURES

Any time the New York City Public Schools close because of weather conditions, we will automatically close without further notice.

If we decide to close when the public schools are open, you will receive a phone call. If you are unsure and have not been notified, please call the office at 212-289-5683 or, if there is no answer, call the Church at 212-289-4400.

TUITION

Tuition is paid in three installments -- an enrollment fee, due with the signed enrollment contract, and two additional payments, due on June 1 and October 1.

Payments that remain outstanding past the 15th of the month in which they are due will be subject to a late fee equal to 2% of the payment due, unless an alternative arrangement is made between the parent(s) and the Business Manager prior to the due date. No payments can be accepted between June 30 and September 1.

If an account is more than 30 days past due, and no alternative arrangement has been made between the parents(s) and the Business Manager, the student will not be permitted to attend school until the account has been brought current or an alternative payment plan has been signed by the parent(s) and the Business Manager.

The payment schedule is as follows:

Morning Program only:

| | |
|-----------------|----------|
| Enrollment Fee: | \$3,200 |
| June 1, 2011: | \$7,000 |
| October 1, 2011 | \$7,000 |
| Total | \$17,200 |

Afternoon Program:

| | |
|-----------------|----------|
| Enrollment Fee: | \$3,200 |
| June 1, 2011 | \$6,800 |
| October 1, 2011 | \$6,800 |
| Total | \$16,800 |

Morning and Extended Day, or 2 South

| | |
|-----------------|----------|
| Enrollment Fee: | \$4,700 |
| June 1, 2011 | \$8,500 |
| October 1, 2011 | \$8,500 |
| Total | \$21,700 |

Contracts are for the entire school year: September 2011 to June 2012.
No refunds or deductions are possible for the withdrawal or absence of a child.

FINANCIAL AID

Families are welcome to apply for financial aid at any point during their years at the school. The school is aware that there are many non-tuition costs associated with school life and will take these costs into account when making financial aid decisions. Please feel free to discuss the financial aid process with the Director at any time.

THE BRICK CHURCH DAY SCHOOL COMMITTEE

2010-2011

Anna Caspersen, Chair
Joyce Giuffra
Zayd Hammam
Nathalie Kaplan
Nell Kleinschmidt
Blanche Mansfield
Neda Navab
Mary Shepard
Roy Swan
Andrew Thomas
Harry van Dyke
Greg Warner

Ex-Officio

Michael Lindvall, Senior Minister
Lydia Spinelli, Director

**THE
BRICK
CHURCH
SCHOOL**

PARENT

HANDBOOK

2011 - 2012