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**THE  
BRICK  
CHURCH  
SCHOOL**

**PARENT  
HANDBOOK**

**2018 - 2019**

## **THE BRICK CHURCH SCHOOL**

62 East 92nd Street  
New York, NY 10128  
School: 212-289-5683  
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### **MINISTERS**

Douglas King, Interim Senior Minister  
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Adam Gorman, Associate Minister

# **THE BRICK CHURCH SCHOOL: VALUES & MISSION**

## **VALUES**

We at The Brick Church School believe that...

- Children and adults should be treated with respect in a community of diversity and inclusiveness.
- Children need to feel emotionally safe so that they can develop social skills and grow cognitively and physically.
- Children are spiritual beings, whose spiritual and moral lives are nourished through a strong partnership between School and Church.
- Educators, children, and families should care for others in their classrooms, neighborhood, city, and world.
- Our commitment to excellence includes ongoing development of teachers, staff, parents, children, and curriculum, with an openness to new ideas.

## **MISSION**

The Brick Church School's mission is to provide an excellent early childhood education, nourishing children's emotional, social, intellectual, physical, ethical, and spiritual well-being through an intentionally balanced approach in an atmosphere of warmth and mutual respect. The Brick Church School actively seeks to be a community that is diverse and inclusive in all aspects (racially, economically, religiously, and welcoming to all sexual orientations and family structures). The School is grounded in Christian values of love and compassion, shared by many other religious traditions, and seeks to be a place in which children, their families, and educators care for others in their classrooms, city, and world. At The Brick Church School, children are guided to become happy, self-confident global citizens, 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 familiarize each child with his or her teachers. If time does not allow for a home visit for everyone before school begins, some children may be visited 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.

Teachers will also inform parents about what day of the week the child will begin orientation. Children will attend school 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**

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 drop-off option beginning at 8:00 a.m. for the morning program. Children in the Twos morning program should arrive in their classroom by 9:15. Those in the Twos afternoon program should arrive by 1:15.

Please be careful about punctuality – 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.

If your child will be absent from school for any reason, you must call or email the child's teacher and/or the school office before 9:30 a.m. for a morning class, or before 1:30 p.m. for an afternoon class.

If we do not hear from you, we are required by law to contact you about the absence. Please inform us in advance if you know your child will be out of school.

<b>Morning Program</b>	<b>Drop-Off</b>	<b>Pick-Up</b>
Twos	Youth Floor	Youth Floor
2N, 2S, 3N AM*	Classroom	Classroom
4N, 4S	Garden Room	Garden Room
5N	Garden or Watson Hall	Classroom
5S, 2W AM	Classroom	Garden or Watson Hall

\*Please note: children in 3N AM who stay for extended day are dismissed from the 5N classroom on Tuesday and Wednesday, and from Watson Hall on 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. Families delivering or picking up children in 2W should use the Old Parish House stairs if possible. Children in the Twos morning programs will be dismissed at 11:45. Those in the Twos afternoon program will be dismissed at 3:45.

<b>Afternoon Program</b>	<b>Drop-Off</b>	<b>Pick-Up</b>
Twos	Youth Floor	Youth Floor
3N PM*	Classroom	Classroom
2W PM	Classroom	Garden or Watson Hall

\*Please note: children in 3N PM should be dropped off in the Music Room on Tuesdays and in the Garden Room on Wednesdays.

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

When children are dismissed, they must be signed out on the Go-Pad (the iPad-based system the school uses for attendance and notifications) by adults who have been pre-authorized by parents or legal guardians.

## **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 or he is free or to arrange a conference. In this way, the teacher will not have to neglect other children, and will be free to give you 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 teacher 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 other 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. You must 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 prominently on the form.

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.

Any instance of a contagious disease must be reported to the child's teacher and/or the school office. Please keep your child home if he or she is sick, which could 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 any more serious illness: temperature of 100° F. and above; upset stomach, vomiting, or diarrhea; undiagnosed rash; a cold, particularly 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; sore throat or earache; conjunctivitis, known as "pink eye;" excessive tiredness or general malaise; and lice.

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. Sweets are discouraged. Please do not send candy or chewing gum. Milk will be provided by the school. If you send 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 one fire drill per month during the school year. We will try to have these drills on days when it is not raining, snowing, or too cold. At first, teachers will be notified of drills; later they will be surprised. We will 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 staircase closest 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. 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 re-enter the building. 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 farther 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 Park Avenue Synagogue Early Childhood Center at 4 East 90<sup>th</sup> 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 parent chaperones. Although the group should not separate, cell phone numbers of parents 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. In addition, please do not bring birthday gifts to store in a child's cubby or in the classroom. All of the children, including those who were not invited to the party, see the gift and understand its significance. Instead, you or your child's caregiver may hand a gift to another parent or caregiver in the Garden Room before school starts.

Teachers celebrate children's birthdays in school, but should not be invited to home birthday parties, as they would not

reasonably be able to attend every child's party. You are welcome to send cupcakes or cookies to school so your child's birthday may be celebrated with the whole class. Please give teachers ample notice so that two special snacks do not arrive on the same day, and 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. Active play is safer when the children wear low-heeled shoes with non-skid soles. 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 or iron 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 an email and a text message.

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 approximately 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 parent(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	\$5,000
June 8, 2018	\$10,125
October 5, 2018	\$10,125
Total	\$25,250

### Afternoon Program:

Enrollment Fee	\$5,000
June 8, 2018	\$9,875
October 5, 2018	\$9,875
Total	\$24,750

### Morning and Extended Day, or 2 South:

Enrollment Fee	\$6,000
June 8, 2018	\$12,750
October 5, 2018	\$12,750
Total	\$31,500

<u>Morning Twos MWF</u>	
Enrollment Fee	\$3,100
June 8, 2018	\$6,200
October 5, 2018	\$6,200
Total	\$15,500

<u>Morning Twos TuTh</u>	
Enrollment Fee	\$2,400
June 8, 2018	\$4,800
October 5, 2018	\$4,800
Total	\$12,000

<u>Afternoon Twos TuWTh</u>	
Enrollment Fee	\$3,100
June 8, 2018	\$6,200
October 5, 2018	\$6,200
Total	\$15,500

Contracts cover the entire school year: September 2018 to June 2019.

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.

## **SECURITY**

The children's security is of paramount importance to us. A security guard is on duty in the lobby when children are in school. Parents and caregivers must enter and exit the building through the locked main door. The fire door is alarmed. All parents and caregivers must wear ID tags when they are in the school buildings. Tags will be distributed to new families in the fall. Families should



keep their tags until the children are no longer attending the school, at which time they must be returned to the school office (at the end of the school year or after June Program if your child attends). Three tags will be given to each family. They are numbered and records are kept of the assigned numbers. Anyone entering the building without a tag must get a temporary visitor's badge from the front desk. If your family needs another tag, please ask in the school office. If you lose a tag, you may get a replacement from the office for \$5.00. Parents, guardians, and other adults pre-approved by them must sign children out on the Go-Pad when picking them up.

## **PRIVACY**

The following guidelines have been established to protect the privacy and security of all members of the school community and to promote an environment conducive to learning:

- **CLASS LISTS:** Class lists are intended solely for the use of parents in contacting one another in reference to Brick activities only. It is against school policy to use these lists for charitable or other solicitations or to allow other people or organizations to use these lists for any purposes unrelated to school activities.

- **SCHOOL NAME, LOGO, OR OTHER MARKS:** Parents at the school and their family members may not use the school's name, logo, or other marks for any personal, business, or professional purposes without the prior, express written consent of the Director. This restriction includes the use of the school name, logo, or other marks on memorabilia, including articles of clothing.

- **MEDIA:** Students at the school and their family members may not use any visual depictions (including, without limitation, photographs and video images) of the school (including, without limitation, its name, logo, other marks, program, or buildings [both interior and exterior]) in any form of media or broadcast without the prior, express written consent of the Director. This restriction applies to all forms of media and

broadcast, including, without limitation, print publications, radio, television, cable, DVDs, and the Internet, and applies whether such use will or will not result in any financial benefit to the family in question. Professional photographers or videographers are permitted to enter the building only at the invitation of the school administration. Our parents, students, faculty, and staff must direct any media inquiries that concern our community to the Director, must refrain from making any statements to the press that concern our community, and must not otherwise participate in any such media coverage.

## **COMPLIANCE**

The school reserves the right to withdraw any student if his or her family does not comply with the rules and regulations stated in this handbook. The school also reserves the right to withdraw any offer of enrollment at any time and to nullify executed enrollment agreements for any reason.

**THE BRICK CHURCH DAY SCHOOL COMMITTEE**  
**2017-2018**

Elizabeth Philipp, Chair

Kristin Allen

Susan Austin

Thérèse Cruite

Victoria D'Agostino

Paul Elmlinger

Kevin Greene

Susanne Harl

Anne Huneke

Mahesh Katkar

Alexia Leuschen

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Ex-Officio

Michael Lindvall, Senior Minister

Lydia Spinelli, Director

