

Merryhill School Roseville

Home of the Mountain Lions

Parent-Student Handbook
2016 - 2017



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MISSION STATEMENT

Our Mission is to provide an elementary education that is focused on developing a strong foundation for life-long learning and achievement through activity based lessons that stimulate the development of high-order thinking, cooperative learning and the use of technology for the new millennium while encouraging an appreciation of diversity, the arts and culture.

MESSAGE FROM THE ADMINISTRATION

Welcome to Merryhill School. We are very excited to have your family join ours as we enter into a new academic year.

Merryhill School's academic program for Pre-Kindergarten through fifth grade is a strong, skills-based, comprehensive curriculum. This well-developed program enables our students to achieve success in learning as well as to participate in an extended day program in a safe, structured and supervised environment. We do plan to grow through the middle school grades and will set our students up for success in either private or public high school.

We firmly believe that parent involvement is one of the significant reasons that our children succeed in school. This Parent and Student Handbook will serve as a handy reference throughout the year and as a guide as we work together on your child's behalf. After you have reviewed the content, please be sure to sign and return the forms.

The teachers and administrators of Merryhill School welcome the opportunity to meet with you at any time throughout the school year and, of course, are always happy to respond to any questions, concerns, or suggestions. Each of us is dedicated to ensuring that all of our activities reflect the vision and principles that our school embodies. We are pleased that you have chosen Merryhill School for your child's education and thank you for your commitment.

Here's to a great school year!

Connie Curiel
Principal

Aaron Kinz
Assistant Principal

Joan Gorton
Administrative Assistant

Merryhill School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

SCHOOLWIDE LEARNING OUTCOMES

The Merryhill School philosophy encompasses not only the attainment of content area skills and knowledge but also the acquisition of skills that provide a broad scope of student outcomes which predict that upon graduation students will be:

Well-versed in technology – Students will acquire age appropriate skills in the use of technology and computers to ensure competency and to integrate technology to enhance and support learning in the core curriculum (i.e.) Reading, writing, and mathematics

Insightful thinkers – Students will demonstrate critical and abstract thinking skills and have the opportunity to draw connections and explore areas of interest in depth, while learning to take intellectual risks, and developmental creativity in learning.

Successfully productive – Students will develop individual areas of interest by applying learning, advancing skills to expand one’s knowledge, accepting accountability for results and taking pride in accomplishments.

Effective communicators – Students will grow in their communication through the developing of ethical responsibility and developing global, cultural, and civic awareness as a means of understanding the role that they play in their own community.

Merryhill Students will be WISE



SCHOOL CONTACT INFORMATION

School Phone Number: (916) 783-3010

School Fax Number: (916) 783-3017

Mail: 1115 Orlando Ave. Roseville, CA 95661

Front Office Hours: 6:30AM to 6:00PM Monday through Friday

Principal	Connie Curiel	connie.curiel@nlcinc.com
Assistant Principal	Aaron Kinz	aaron.kinz@nlcinc.com
Admin Assistant	Joan Gorton	joan.gorton@nlcinc.com

More information about the school including calendars, a faculty directory, and forms are available on the school's web site at www.roseville.merryhillsschool.com. You can also find us on Facebook at www.facebook.com/merryhillroseville.

GENERAL INFORMATION

Hours of Operation:

School Operating Hours: 6:30am – 6:00pm

School Day:

- Academic Hours: 8:30 – 3:30 K - 5
- Academic Hours: 9:00 – 3:00 for Pre-K
- Lunch/Recess: 12:00-1:00
- Before & After Program Hours: 6:30 – 8:30am, 3:30 – 6:00
- After School Study Hall: 4:00-4:30
- After School Activity Block (sports, clubs, classes): 3:30 – 5:30

Classroom Teacher Hours: 8:00 – 4:30

Specialty Teacher Hours: Schedules vary

Arrival/Departure Procedures:

The building opens at 6:30am to all students. At 8:00 students are all on the playgrounds. At 8:30 all students line up on the elementary playground for the flag salute. On rainy or cold days at 8:25am, students are dismissed from their before school activities to their homeroom classroom. Homeroom begins at 8:35 at which time attendance and lunch orders will be taken. Students arriving after 8:30 will be considered tardy.

To enter the main doors from the outside, parents need to use the keypad to the right of the door to unlock the door to the school lobby. All others, including students will be buzzed in and checked in at the front desk accordingly.

For Pre-K the academic day ends at 3:00pm and for students in grades K-5, the academic day ends at 3:30. Students may be picked up at the end of their academic day or remain on campus for after school activities. Students may only be picked up by parents/guardians or adults listed on their emergency care card. A request can be made in writing to the front desk to add another adult to the approved list. For students picked up after 6pm, a \$1 per minute fine will be assessed.

General drop off and pick up procedures:

- Please park in designated spaces surrounding the school (not in the red loading area or in the bus loading area). Please use the sidewalks leading into the building and proceed carefully through the parking lot with your child to the front entrance.
- All Pre-Kindergarten parents/guardians must park and walk their child in the building to their Pre-K classroom. Parents must also park and pick up their child in the Pre-K classroom in the afternoon. Sign-in and sign-out sheets are located at the front desk.
- K-5 students must be escorted in by their parent/guardian to the Before and After school staff between 6:30 - 8:30am. In the afternoon, parents must park, enter the building, and sign out their child.

Late Drop-Off Procedures:

If you will be arriving late to school, please follow these procedures:

- Park and escort your child into the building.
- Check in at the front desk in order for attendance to be logged.
- A staff member will take your child to his/her class.
- Order lunch, if needed, if dropping off before 9:00am. If you will be arriving after 9:00 and need to order lunch, please call the front desk before 9:00.

Early Pick-Up Procedures:

If you need to pick up your child early, please follow these procedures:

- Notify the teacher AND front desk in advance so that materials can be packed and ready to go.
- Park and check in at the front desk where your child will be called for dismissal. Students will not be permitted to wait in the lobby as instructional time is valuable.
- Sign out your child and indicate whether he/she will be returning to school that day.

Bus/Van Routes:

See the Transportation Handbook for routes, times, drop off and pick up procedures, and other safety guidelines.

SCHOOL CALENDAR

August	8-12 _____	Teacher Professional Development - School Closed
	15 _____	First Day of School - Start of 1st Trimester
	18 _____	Back to School Night
September	5 _____	Labor Day - No School
	30 _____	Trimester 1 Progress Reports/Conferences - No Academics
		Full Day, Open for Daycare 6:30AM - 6:00PM
October	31 _____	Trick or Trunk
November	3 _____	Open House
	10 _____	End of Trimester 1
	11 _____	Veteran's Day - School Closed
	14 _____	Trimester 2 Begins
	18 _____	Trimester 1 Report Cards Home
	21-23 _____	Fall Break Camp
	24-25 _____	Thanksgiving - School Closed
December	19-30 _____	Winter Academic Break - School Closed
	19-23 _____	Winter Break Camp
	26 _____	Christmas - School Closed
	27-30 _____	Winter Break Camp
January	2 _____	New Years - School Closed
	13 _____	Trimester 2 Progress Reports/Conferences - No Academics
		Full Day, Open for Daycare 6:30AM - 6:00PM
	16 _____	Martin Luther King Jr. Day - School Closed
	19 _____	Open House
February	20 _____	President's Day - School Closed
	27 _____	Trimester 3 Begins
March	3 _____	Trimester 2 Report Cards Home
	6 _____	Teacher Professional Development - School Closed
	23 _____	STEM Open House
April	7 _____	Trimester 3 Progress Reports/Conferences - No Academics
		Full Day, Open for Daycare 6:30AM - 6:00PM
	10-14 _____	Spring Academic Break - School Closed
	10-14 _____	Spring Break Camp
	27 _____	Art Show
May	29 _____	Memorial Day - School Closed
June	1 _____	Trimester 3 Report Cards Home
	1 _____	Last Day of School - Closed at noon
	2 _____	Teacher Professional Development - School Closed
	5 _____	First Day of Summer Camp

After-school care and enrichment:

The after school schedule is as follows:

- 3:30 Snack and Recess (snack from home)
- 4:00 Study Hall
- 4:30 After-School Activities or Enrichment Clubs
- 5:30 Clean-up
- 6:00 School Closed (\$1 per minute late fee for late pickup)

Flyers to sign up for our enrichment clubs (4:30-5:30) will be passed out and posted each quarter and cost minimal fees. Our aides are always here to supervise other activities if your child is not signed up for a club.

Fall, Winter & Spring Academic Breaks:

The campus is open for break camps during the fall, winter and spring academic breaks. Campers participate in a variety of structured, theme-based activities. There is a daily fee to participate in these camp days.

Summer Camp:

Summer camp will begin on Monday, June 5, 2016 for our students and run through Friday, August 4th. Camp information packets are distributed in February or March of each year. Tuition is paid weekly over the summer months.

VISITORS AT SCHOOL

Parents are welcomed and encouraged to visit the school. For the safety of our students and to minimize classroom interruption, parents and visitors to the school stop at the front desk to check in. Parents and guests will log in to our identification program, indicate the purpose of the visit, and hold a Visitor Badge during the time in the school building. We appreciate your cooperation with this policy.

The initial log in process for parents will be done at your paperwork appointment with Mrs. Gorton. This requires a quick scan of a driver's license which provides the system with the name and picture of each parent. Then, when a parent comes to volunteer, we simply log in and print the volunteer badge which includes the person's name and photo.

New visitors to the school must provide ID to be scanned and a visitor's badge will be printed.

ADMISSIONS PROCEDURES

We welcome new students and families, and we want to make sure that every student can be successful in our academic program. Therefore, we do require students who are interested in attending our school to:

- Provide the most recent school year's report card
- Take the Entrance Assessment
- Spend a minimum of one day participating in classroom activities

This admissions' process helps us ensure that all students who attend our school will be successful academically, socially and behaviorally.

Upon admittance, a registration form, non-refundable registration fee, cumulative folder request form, as well as other necessary school forms will be collected.

TUITION AND DISENROLLMENT PROCEDURES

Based on the signed tuition agreement, tuition can be paid in one payment due August 1, 2016 or in 10 payments due on the first of every month from August through May. A \$30 late payment fee is assessed after noon on the day following the due date. A charge of \$25 will be applied to an account in which a check is returned. ACH (automatic payment system) is the preferred method of payment. To enroll in automatic payment, please print, complete, and return the appropriate page toward the end of this handbook. To pay by credit card, please fill out the form found later in this handbook. To check on a tuition account balance or request a tuition invoice, please contact, Joan Gorton, Admin Assistant @ 783-3010 or joan.gorton@nlcinc.com.

Parents with more than one child enrolled at any Nobel Learning Community school may be eligible to receive a discount for each additional child after tuition has been paid at the regular, full-time rate for the oldest child. Parents are also eligible for a \$250 referral discount off of one month's tuition for referring a new student. Discount is applied after the new student has attended school for 90 days. Consult with the Administrative Assistant for more information.

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from school prior to the last day of the school year must give one month's written notice in order to be excused from paying tuition for periods following the withdrawal date (see the Tuition Agreement for details). A student can be withdrawn from school for academic or behavioral reasons as determined by the Principal.

STUDENT RECORDS/REQUEST

All requests for student records must be submitted in writing to the administration and should be accompanied by a form provided to the school requesting the records. Requests may take up to seven school days to process. We appreciate your patience.

Upon admittance, please complete our Student Record Request form which allows us to process the request from your former school. Cumulative files contain immunization information, reports cards, standardized test data, and general student information.

In addition to the student cumulative files, the following forms are required for EVERY student each year and are kept in the administrative offices:

ALL STUDENTS:

- Tuition Fee Schedule Agreement (distributed at registration)
- Application (filled out each year)
- Handbook Acknowledgment Form
- Emergency Card and Allergy Card
- Bus Rider Policy & Procedure Acknowledgement Form
- Field Trip Permission Form
- Photo and Media Release Form
- Class Color T- Shirt Order Form
- Mt. Lion T-shirt Order Form
- Live, Love, Learn T-Shirt Order Form
- Automatic or Credit Card Payment Forms, if applicable on

KINDERGARTEN ONLY:

- Report of Health Examination for School Entry State Health Paperwork

GRADES 3-5:

- Technology Usage Policy Acknowledgement Form

GRADEs 4-5:

- iPad Policies and Procedures

PRE- KINDERGARTEN

- State Required Paperwork

During the month of August, each family **MUST** schedule a Paperwork Turn-In appointment in order to submit all paperwork and ensure all documents are in order for the start of school. Please schedule a paperwork turn-in session by emailing Joan Gorton at joan.gorton@nlcinc.com.

All paperwork is due in full to the office by September 1, 2016.

ATTENDANCE GUIDELINES

It is our expectation that all students will be in school every day when they are healthy enough to do so. Please call the school to notify us when your child will be absent and for what reason. Students with unexcused absences will be unable to make up missed assignments.

If your family will be traveling for a period of time, you are required to notify the administration and teacher a minimum of 2 weeks in advance. The teacher will prepare an independent study program that must be complete and turned in the day the student returns to school.

Most students do not exceed ten absences per year, or an average of one day per month. Absences do affect a student's ability to learn to his/her fullest potential. If your child's absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can be reason to not re-enroll a student for the following school year. Please consult with the principal if you have any questions or concerns.

Lateness to school is sometimes unavoidable. A pattern of repeated lateness, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time.

ACCREDITATION

Accreditation is a voluntary method of quality assurance developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known in terms of its ability to effectively drive student performance and continuous improvement in education.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

Accreditation is important because it is a significant part of our overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, our primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

From 2008-2011, Merryhill Schools completed the initial accreditation process and were granted preliminary three year accreditation terms. Following the initial process, a school self-study was conducted and an accreditation team completed a site visit. Full three year terms were granted and during this time the school continues to add to the self-study, implement the action plans, and prepare for a 2017 review.

EDUCATIONAL PROGRAM

The core curriculum contains the content of what we teach—the state or national academic standards. In planning instruction and lessons, we weave both 21st century themes and skills into the delivery of the content standards in language arts, mathematics, science, and social studies.

Each school year is divided into trimesters with a focus on incorporating concepts such as Global Awareness, Environmental Studies, Systems, and Leadership. Teachers design academic experiences to incorporate these concepts and specialized projects are embedded in each trimester as well.

Nobel Learning is an affiliate of the *Partnership for 21st Century Skills*. This organization promotes the teaching of Life and Career Skills, Learning and Innovation Skills, as well as Information, Media, and Technology Skills. These essential skills are taught in both the regular content delivery as well as in the classroom projects.

Service Learning -

Service Learning projects allow our students to be active participants in their community. Student-led service-learning projects integrate meaningful community service with instruction and reflection to enrich the learning experience, to teach civic responsibility, and to encourage lifelong civic engagement. The projects are unique in that they are **completely** led by students. Service Learning projects develop content area skills along with civic literacy and reinforcement of 21st century skills. Our students are an active part of their own learning and the projects assist them in enhancing their connection to their school, community, and world. These projects enable the students to identify a need, to investigate issues, to research and evaluate possible solutions, to develop and implement a plan of action, and to assess and to reflect on the results. Projects and timelines vary by class.

STEM/STEAM

Each grade level also participates in a project that integrates science, technology, engineering, (Sometimes art, hence STEAM) and/or mathematics (STEM). Engineering is the main focus of any STEM or STEAM program which is integrated and investigative. These projects are aimed at encouraging critical thought, imagination, and invention. Engineering, the driving force of STEM and STEAM projects, is the root of new ideas, new conceptualization, and the joining of old ideas into something different.

Personal Learning Plans

The Personal Learning Plan provides an opportunity for teacher, parent, and student to set goals and to measure progress on school-related learning that is not captured on the traditional report card. The Personal Learning Plan is completed at school on our trimester reflection days and then sent home for parent input.

ACADEMIC ASSESSMENTS

Assessment is an integral part of instruction, as it determines whether or not goals are being met. Assessment inspires us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?"

School-wide Assessments

As part of our accreditation action plan our school will implement school wide assessments for math, writing, and reading. The math assessment is administered one-on-one at the beginning and end of each school year during "late start" mornings. (Late start morning means that you can drop off your child as usual but school will begin at 10:30 instead of 8:30. Our aids and specialty teachers will provide activities for those who are not being assessed.) The writing and reading assessments will be administered at the beginning, middle, and end of the school year during class time. These assessments will drive small group instruction in the classroom.

i-Ready - Online Reading and Mathematics Assessments

Online assessment tools provide our staff with valuable information regarding how well our students are meeting or exceeding reading and mathematics standards throughout the year. Students are assessed a minimum of three times per year. Teachers use the assessment information to customize lessons which insure that every student is receiving the appropriate instruction for his/her reading and math level. Educators refer to this as "assessment for learning" because the results help the teacher learn about each child's needs and they can then adjust the program tutorials, lesson plans and instruction to meet the needs of each student.

ERB AABL/CTP Testing

Each year all students in grades K are expected to take the AABL test and 1-8 are expected to take the CTP test during the spring. The AABL testing is a child-friendly, easy to use program that is administered on an iPad®. The Comprehensive Testing Program (CTP) is a rigorous assessment for high achieving students and is also administered on an iPad®. The results help us determine how well students are performing compared to other students their age and how effectively we are covering essential skills and standards for each grade.

The test is given once per year and over a series of days. We ask parents and students to remember a few important test-taking tips:

- Get a good night's rest and eat a normal breakfast before testing.
- Remember not to schedule any outside appointments during the testing window. It is important for us to provide a consistent and fair testing environment for all students.
- Relax, taking a few deep breaths.
- Keep a good attitude. Think positively!

STUDENT ACHIEVEMENT

Merryhill School staff objectively record and report grades for all students in all subject areas. Grading periods are divided into trimesters and grades are reported mid-way through the trimester (progress report) and at the close of the trimester (report card). Grades are sent home in a signature envelope and families are asked to review the grades, sign the envelope, and return only the envelope to their child's teacher.

Each teacher calculates grades using his/her grading plan which includes daily assignments, tests/quizzes, projects, homework, and participation. Students must understand that their grades reflect their effort and responsibility and it is stressed that grades are earned, not given, and belong to him/her and not to the teacher or the parent.

Grades for students are reported according to the following scales:

Kindergarten through Second Grade and Specialty Classes for all

E - Excellent Performance

The student has a complete and detailed understanding of the information important to the topic. The student can perform skills or process without significant errors and with fluency. The student connects what he has learned to the real world and demonstrates application of this knowledge, skill or process easily. The student consistently applies the appropriate higher order thinking skills in the process of learning.

G - Good

The student has complete understanding of a topic but not in great detail. The student can perform skills or processes without significant error. The student connects what he has learned to the real world but does not systematically apply this knowledge, skill or process. The student at times applies the appropriate higher order thinking skills in the process of learning.

S - Satisfactory

The student has an incomplete understanding of a topic. He does not maintain a basic understanding of the topic. The student makes some significant errors when performing skill or processes. The student is beginning to connect what he is learning to the world around him; but he needs assistance in the process of applying the knowledge, skills and processes to other activities. The student with assistance applies appropriate higher order thinking in the process of learning.

N - Needs Improvement

The student's understanding of a topic is so incomplete that he really does not understand the topic. The student has many errors in performing skills or processes. The student is having difficulty connecting knowledge and skill to the world around him. The student is unable to apply appropriate higher order thinking skills to the process of learning.

Second – Fifth Grade

A	100-93%	4.0	These marks indicate consistently outstanding performance on assignments. The student clearly exceeds the requirements and expectations put forth by the teacher
A-	92-90%	3.7	
B+	89-87%	3.3	These marks indicate an above-average performance on most assignments as well as requirements and expectations put forth by the teacher.
B	86-83%	3.0	
B-	82-80%	2.7	
C+	79-77%	2.3	These marks indicate completion of most assignments in a satisfactory manner. The student generally fulfills basic requirements and put forth by the teacher.
C	76-73%	2.0	
C-	72-70%	1.7	
D+	69-67%	1.3	These marks indicate that the assigned work was incomplete and/or poorly completed. The student is not likely to be able to proceed successfully to the next stage of the subject
D	66-63%	1.0	
D-	62-60%	0.7	
F	below 60%	0	This mark indicates the student is failing to meet the academic standards of the subject. The student is placed on academic probation.

Parent / teacher conferences are held at each trimester progress report period to discuss student grades as well as the Personal Learning Plan. Conferences can also be scheduled by the parent or the teacher at any time.

Pre Kindergarten:

Our Pre Kindergarten students are regularly assessed on their development of key academic, social, and fine and gross motor skills through observation and other age appropriate methods through our **Links to Learning** curriculum. Pre-K Parent Reports will be provided on the same trimester schedule as grades K-5. These reports will indicate each child's progression along a developmental continuum from introductory to mastery.

ACADEMIC AWARDS

In an effort to continue to instill in our students the importance of our enrichment classes (Spanish, art, physical education, music and technology), we have adjusted the criteria for which Honor Roll is awarded.

A 2.8 must be maintained in all subjects with no less than an "S" for satisfactory participation in all enrichment classes to be considered for Honor Roll. Behavior and character are important components as well.

Please discuss this policy with your child so that he/she understands how a poor mark in any of these classes will affect his/her ability to make Honor Roll. It is important to emphasize that our enrichment classes are essential to the education and development of the “whole” student and should be taken seriously as an integral part of a well-rounded quality education.

Gold Honor Roll = 4.0 - 3.8 GPA
Silver Honor Roll = 3.79 - 3.5 GPA
Bronze Honor Roll = 3.49 – 2.8 GPA

Study Hall:

To support student achievement, all students on campus must report to study hall each day from 4:00-4:30, Monday – Thursday. This time is designated for teacher tutorials, homework or assignment completion, and group project work. Extended study hall is provided from 4:30 – 5:30 for those students on campus who want additional time to complete their work. Additionally, students may be asked to report to lunch time study hall in order to finish an assignment from their morning lessons.

Students who do not have homework at the end of the day will be assigned to either read quietly in class or complete reading and math lessons on the iReady program in the computer lab.

There will be at least one day each week that the teachers will be in a faculty meeting during study hall time. The aide staff will then be supervising study hall. The other 3 days a credentialed teacher will be hosting study hall. Classes may be combined for study hall based on class numbers and/or grade level.

Additional Academic Support:

For students in need of varied academic support, individual plans will be developed by the staff, student, and parent or guardian and could include additional study hall time, independent studies, small group instruction, etc.

Academic Probation for Grades 3-5:

At the end of each grading period, students below a cumulative GPA of 2.0, and/or a failing grade in any class (including specialty classes), and/or a teacher recommendation due to a large number of missing assignments will be placed on academic probation. Participation in after school clubs and sports may be impacted and extended study hall required. This status will remain until the next grading period for further review and assessment.

HOMEWORK GUIDELINES

Homework is given on a regular basis to improve skills and to develop responsibility. Homework solidifies and reinforces concepts taught during the school day. Time spent on completing daily homework increases as students mature. A general, but not rigid, guideline for homework time per night is as follows:

Kindergarten: 15-20 minutes (not mandatory)

- This will be in the form of weekly review packets.

Grade 1: 20-30 minutes

- This will be in the form of weekly packets containing daily assignments.

Grades 2-3: 30-45 minutes

- This will be in the form of a weekly packet containing daily assignments or homework menu for choice assignments.

Grades 4-5: 45-60 minutes

- Students will be assigned homework and record daily and long-term assignments in a Merryhill planner (provided by the school).

Homework Tips and Policies:

- Organization is a key to homework success. Students are required to purchase some school supplies which should be replenished throughout the year as needed.
- Homework is most often assigned for practice to consolidate concepts learned in class.
- If your child is spending an inordinate amount of time on homework or seems to not understand the concept covered, please arrange a time to speak with the teacher.
- All teachers will post the homework for their classes on their websites.
- Note that not all assignments are due the following day. It is important for students to work on homework daily, even if it is not due until the end of the week. Procrastination is not a value we want to foster.
- If homework is not complete at the beginning of class, it is considered late. Late work is accepted for partial credit (amount of credit determined by each teacher). It is the student's responsibility to turn in missing assignments. The teachers will not constantly remind students.
- Any student who has an excused absence is responsible for making up missed work. In general, teachers will allow an extra day for each day that the student missed. Arrangements to make up tests or quizzes must be arranged by the student/parents.
- A list of missed assignments can be obtained at the end of the school day at the front office if the parent has called and requested it that morning. Failure to make up work will impact a student's progress and overall grade.
- If a student has been absent due to illness for several days, make-up work may be requested by calling (916) 783-3010 (please allow 24 hours notice before picking up assignments).
- If a student will be out for an extended period of time due to a planned trip, assignments can be requested ahead of time; however, students should continue to

monitor the homework and information posted on the teacher websites for any changes or additions.

- All returned work should be kept until the end of the grading period as a source of review materials.
- In the upper grades, teachers may assign test corrections as class work or homework if a student scores below 70%. Their corrections allow the teacher to ensure understanding and will raise their test grade to a 70% if done correctly. No test grades will be dropped during the course of a quarter.

OTHER SCHOOL PROGRAMS

Experiential Learning Opportunities

Each grade level will participate in numerous curriculum-based experiential learning opportunities throughout the school year. In grade three and above, one of the field trips will include an overnight stay. Parents will be notified of associated costs and provided ample time to make payments towards the trips. A permission form must be completed and submitted to the front office in order for a student to attend all trips.

For the 2016-17 school year, students will participate in grade level on and off site experiential learning as well as the following overnight trips:

- Third grade – social studies or science, one night
- Fourth grade – social studies, one night
- Fifth grade – social studies/science, two- three nights

Student Government

Student government is offered to students in grades 3-5. To participate, students must complete a student government application, maintain passing grades in all subjects including specialties, attend bi-monthly meetings and attend student government open studio. Student government members will learn leadership and team building skills, will be responsible for informing the Merryhill community of upcoming events, and will lead community service projects on campus.

Habits of Mind

There are 16 “Habits of Mind” all of which allow us to behave intelligently when confronted with problems. The teachers will help students to realize when they are using a Habit of Mind and also encourage them to use a variety of Habits of Mind. The following 16 Habits of Mind will be a focus in our classrooms. Practicing these habits will foster student success.

1. Persisting
2. Managing impulsivity
3. Listening with understanding and empathy
4. Thinking flexibly
5. Thinking about your thinking (Metacognition)
6. Striving for accuracy
7. Questioning and problem solving
8. Applying past knowledge to new situations
9. Thinking and communicating with clarity and precision
10. Gathering data through all senses
11. Creating, imagining, innovating
12. Responding with wonderment and awe
13. Taking responsible risks
14. Finding humor
15. Thinking interdependently
16. Remaining open to continuous learning

LUNCH PROGRAM

The school provides lunch each day for \$6.00 per day. Students are provided with three opportunities throughout the day to eat snacks/lunch in designated areas (Multi-Purpose Room, outside patio, and classrooms with teacher approval). Snack may be eaten during morning break or during the after school program. Students may bring snack from home. We have a strict policy on tree nut products. Please refer to our food safety policy below. **ANY FOOD ALLERGIES MUST BE REPORTED TO THE FRONT OFFICE ON THE ALLERGY FORM.** A further school wide allergy policy may be announced once allergy information is collected on every student.

For Pre-K-5th grade, hot lunch will be provided by a local caterer and will be delivered and served hot and fresh each day. Students will place their order each morning in their homeroom class and may **ONLY** pay through their lunch account. If a student is late or forgets to order by 9:00am, it will be too late to order and parents will be called and asked to bring a lunch for their child. The menu runs on a three week cycle and will consist of lunch and milk for \$6. The menu is available online and hard copies are also in the office. Of course, students are always welcome to bring lunch from home. We are unable to refrigerate student lunches. If a student arrives at school without a lunch a lunch will be ordered and billed to the appropriate account.

Lunch Accounts:

Daily lunch orders must be billed bi-weekly to the parent's account and can be paid by any of our payment options. Please do not send in \$6 cash with your child to purchase lunch. Lunch is \$6 per day and includes the main dish, sides, and milk. Students must order each morning during attendance and their account will be debited. Parents will be given a statement twice each month.

If your child will be late to school, please call the front desk before 9:00am to place their lunch order. Lunch is ordered at 9:00am each day.

FOOD SAFETY POLICY

Part of our mission at Merryhill School is to provide a safe environment for our students and staff. Merryhill is a Tree Nut Free School. This means that no products containing peanuts or tree nuts (cashews, almonds, hazelnuts, walnuts, Brazil nuts, macadamia nuts, etc) will be allowed on campus, in lunches, snacks or otherwise. Due to increasing instances of food allergies, and the severity of the condition, our school is implementing a *"ZERO TOLERANCE"* policy for any product containing any nut or nut oils. This means that foods containing nuts brought on campus will be sent home or disposed of immediately.

Please remember, if you choose to bring donuts or cupcakes for your child's birthday celebration in class, be sure to choose donuts that do not include nuts of any kind.

In addition to our Nut Free Policy, we will be further implementing and enforcing our food safety program as follows:

- All food brought to the school for school parties, events, or BBQ's will need to be store-bought and arrive at school in the original sealed package with ingredients listed on the outside of the box, container or bag.
- No homemade cookies, brownies, desserts, or snacks will be allowed for classroom or event sharing. We are unable to monitor ingredients, sanitation or expiration dates if food is not in original packaging.
- Food and snacks brought for parties and events that are not in original packaging and clearly labeled will be disposed of or sent home immediately, whichever is most expeditious in removing the items from campus.

Thank you for your support in this important initiative. If you ever have questions about a specific food item or ingredient, please don't hesitate to reach out to us. We will be happy to help as we make the necessary adjustments to enforce this policy.

PARENT COMMUNICATION

Clear and consistent parent communication is essential to the success of our program. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters children's learning and development. Students need to know that their teachers and their parents have formed an alliance in order to make sure that their learning experience is positive and supportive and that the rules and expectations that govern the classroom will be reinforced at home. Essentially, parents and teachers are a team. In order to stay informed, be active in school programs, and be an integral part of your child's academics, please make sure the front office has an updated email address and please take advantage of the following communication pieces:

- **School-wide Website** - <http://roseville.merryhillschool.com> where you can also link to your child's classroom site via the faculty directory for even more information on the happenings in your child's class. Teachers will update their website weekly.
- **E-Notify** - By providing us with your email address, you will receive weekly e-notifies of upcoming events and things happening at our school.
- **Remind.com** - Remind.com is used to send out cell phone text notifications for various events such as students returning from field trips, open house reminders, etc.
- **Parent Press** - Every week our classroom teachers post a "Parent Press" which informs you of what went on during the week and what is coming up in the coming week. These are posted in the classroom on the "parent board" and on the class website as well.
- **Monthly School Newsletter** - Each month we will highlight special classroom activities and other school-wide events. The newsletter will also have pertinent school information and possibly articles relevant to education and parenting.
- **Whiteboard** - As you walk into the school, you will see weekly events posted on our little whiteboard.
- **Calendar and Information Board** - On the office wall behind the sign-in/out books we post the monthly calendar and you will find extra forms and flyers for things going on in the school on the bulletin boards.
- **Hallway and Classroom Bulletin Boards** - If you want information on what our students are learning and doing in the classroom, take time to look and read the neat things on these boards.
- **Progress Reports and Report Cards** - Progress reports are sent home halfway through each trimester to keep parents informed of how their child is progressing academically and socially. Report cards go out at the end of each trimester and state the grades earned for that period of the school year.
- **Parent-Teacher Conferences** - These are scheduled at the half-way point of each trimester to discuss your child's progress and goals which will be documented on a Personal Learning Plan. The parent or the teacher may request to schedule a conference at any time of the year. Some things will need to be addressed sooner than later.
- **Student File Folders** - Check this folder every day for class work that has been graded, notes from the teacher, progress reports and report cards are also filed here.

- **Email** - As instruction will not be interrupted for phone calls, email is an excellent way to communicate with your child's teacher. Emails will be returned within 24 hours.
- **Phone Calls** - Teachers may be contacted by phone between 8:00AM-8:30AM and from 3:30PM - 4:00PM. To avoid class interruptions, teachers and students should not be contacted by phone during instructional hours, except in the case of an emergency.
 - Students may use the phone before school, during break, or after school only. Students must ask for permission to use the phone and cell phones are not to be brought to school at all.
 - Students may **ONLY** call if they need to make alternative after school arrangements or need to address other important school day related issues.
 - We discourage students from calling home for forgotten items. This will help improve their organization and level of responsibility.
- **Classroom Visits** - Each classroom is open to families between the hours of 6:30AM-8:30AM and 3:30PM-6:00PM. We encourage you to visit your child's class regularly; however, please respect classroom instructional time. During the academic day, our teachers are focused on the students and are not available for unscheduled conferences. Conferences should be scheduled with your child's teacher in advance so that you can voice your concerns or propose questions in a private, one-on-one atmosphere. We appreciate you respecting each student's privacy and our teachers' time.
- **Back-To-School Night** - On Thursday, August 18, each teacher will be hosting an information session in their classroom in order to provide details on daily routines, academic and behavior expectations, field trips, and more.
- **Donuts and Drop-in** - Every other month from 8:30AM-9:00AM. Parents will have an opportunity to grab coffee and donuts in the lobby and then visit in your child's classroom. During this visit you may be able to participate in a normal classroom activity with your child or your child will be your host and show you his/her portfolio and point out things around the room that showcase the learning happening in the classroom.
- **Open Houses** - Evening Open Houses are scheduled in November, January, and April to provide opportunities for our students to showcase their learning and/or present to an authentic audience. ***Students may be required to attend and present.***
- **Addressing Concerns** - Whenever you have a concern or problem, please communicate this so that the issue can be discussed and resolved.
 - *First Step:* You should always contact the teacher first regarding student progress, assignments, social situations, behavior, etc. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.
 - *Second Step:* If you still have a concern, then you should talk to the administration. This should be done only after direct contact with the teacher.
 - *Other Concerns:* Concerns regarding overall school programs, staff, curriculum, etc. should be directed to the Principal.

PARENT INVOLVEMENT

Parent involvement at our school is encouraged but not required. There are many ways that parents can get involved in the school community such as volunteering for field trips, school events (i.e. Field Day), helping the teacher with projects, and also PTOM activities and events (see below).

PARENT/TEACHER ORGANIZATION

Parents and Teachers Organization of Merryhill (PTOM) is a group of parents and teachers who work together to set and achieve goals that provide fun, helpful and important products, services, information and social activities or events to enrich our students' experience and support the teachers working at Merryhill School.

Each year we do this by:

1. Creating new goals to enrich our children's classroom and school experience here at the Roseville Merryhill Campus
2. Supporting existing programs such as Red Ribbon Week, Trick or Trunk, Field Day, and Teacher Appreciation Week among others
3. Fundraising for existing programs and our new goals for the year

What can *YOU* do?

1. Join us each month at our PTOM meeting.
2. Volunteer your time to support our activities.
3. Support our fundraisers so that we can continue to provide our services to the campus.

STUDENT BEHAVIORAL EXPECTATIONS

It is the philosophy of Merryhill School that all students, parents, and school staff work together to create an environment that is physically and emotionally safe. Our goal is to provide all students with a positive learning climate; therefore, all students have a responsibility to behave in a manner that allows teachers to teach and students to learn. A safe and supportive school depends on the efforts of all members of the school community- teachers, students, administrators, and parents- to treat one another with mutual respect. In addition to the classroom contracts that each classroom teacher develops with his/her students at the start of the year, we have developed school-wide guidelines to help students strive to become productive citizens. It is also our aim that the following behavior plan provides a transparent structure through which consequences can be implemented should infractions occur.

The behavior pyramid works by allowing parents and teachers to see disciplinary responses to various levels of behavior. We understand that each child is an individual and each scenario is unique, and we will use the behavior pyramid as a guide to help support the situation. Also note that this behavior plan will be used in conjunction with individual behavior plans set up within the classroom between a student, his/ her parent or guardian and teacher.

Accompanying the new behavior pyramid is a form that is completed with the child, teacher and principal in the event that the child needs to be removed from the classroom and is sent to Mrs. Curiel. It is important that we document and track student behavior in an effort to notice patterns and best support students following each situation. The form will be sent home with the student to be signed by a parent or guardian and must be returned the following day. A follow-up meeting between the parent/guardian, teacher and Mrs. Curiel may also be requested at this time. It is our goal to develop positive and responsible behaviors through direct teaching using modeling and varied strategies, offering replacement behaviors, and using positive reinforcement. Our basic school rules are: **Be Respectful, Be Responsible, Be Safe**

Behavioral Expectations:

At all times, students are expected to:

- Be respectful of each other (share; collaborate; use appropriate language and humor; no bullying, fighting, or stealing)
- Maintain a clean and organized desk or classroom cubby
- Be prepared for each class (supplies and assignments, arrive on time)
- Be respectful of school property (clean up after self and others, no graffiti, eat in designated areas only, no gum ANYWHERE ON CAMPUS, dispose of garbage, keep books and equipment in good condition, no stealing)
- Be safe at all times (walk, quiet voices, no throwing of objects, no pushing, leave unapproved items at home, follow playground rules)
- Be respectful of all staff and follow the instructions given
- Be in designated, supervised areas at appropriate times (do not wander hallways or go in unattended rooms)
- Play all games fairly (follow the rules, listen to the supervisor or coach, respect opponents, good sportsmanship)
- Be in appropriate uniform

Within the classroom, students are also expected to:

- Complete all assignments and come to class prepared (paper, pencil, notebooks, planner, books)
- Be respectful of their teacher and classmates (listen, speak in turn, use appropriate voice level, use appropriate language, save jokes and socializing for appropriate times – break, lunch, before and after school)
- Follow established rules as well as those specifically assigned by each teacher
- Remain in class unless permission is granted by the teacher to leave the room to retrieve supplies or use the restroom. A prompt return to class is expected.
- Complete their own work. Students may not copy the work of others, peers or authors, without citing their sources. If a student is caught cheating or committing plagiarism, they will be assigned a zero on the assignment/test/paper and parents/guardians will be notified immediately. If the behavior is repeated again during the school year, a conference will be held with the parent and child. This could result in a suspension or removal from the school.

The Behavioral Pyramid:

LEVEL 4

- Engaging in physically aggressive behavior
 - Engaging in an act of coercion or threatening or instigating violence
- Engaging in harassing, intimidating or bullying behavior (including cyber bullying)
 - Making sexually suggestive comments, innuendos, or similar remarks or related nonverbal conduct
- Using extreme force against or inflicting serious injury upon students and others
 - Taking or attempting to take property belonging to another
- Causing a serious injury by either recklessly engaging in behavior or using an object capable of causing physical injury

LEVEL 3

- Defying or disobeying the lawful authority or directive of school personnel in a way that substantially disrupts the educational process
 - Using slurs based upon actual or perceived race, ethnicity, color, weight, religion, gender, or disability
 - Shoving, pushing or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel

LEVEL 2

- Lying to, giving false information to, and/or misleading school personnel
- Engaging in inappropriate or unwanted physical contact or touching someone in a private part of the body
 - Violating the School's Internet Use Policy
 - Engaging in scholastic dishonesty

LEVEL 1

- Failing to be in one's assigned place on school premises
- Behaving in a way that disrupts the educational process
 - Engaging in verbally rude or disrespectful behavior
- Using school computers, fax machines, or other electronic devices without appropriate permission or misusing this property

Range of Possible Disciplinary Responses

Level 1, 2, 3 start here:

- Admonishment by school staff
- Student/ Teacher conference; Child sent to buddy teacher
 - Meeting with principal (office pass)

Level 4 starts here (Level 1,2,3 continues):

- Parent Conference
- In-school disciplinary action (exclusion from lunch/ recess, extracurricular activity)
 - Removal from classroom by teacher (form)
 - Suspension (in school or out of school TBD)

In our sole discretion, if a behavior problem is serious, we reserve the right to expel a student for unsatisfactory behavior in order to insure the health and safety of all children. We may also expel a child (*in our sole discretion*) for lack of parental assistance in efforts to work with a difficult child and/or violations of our policies.

Kelso's Choice

To support our students in positive behavior choices, we have adopted the program **Kelso's Choice** for our students in Pre-K-5th grade. We know that conflict or disagreement is normal when children get together. However, hurtful words, gestures, or physical attack are unacceptable ways to deal with conflict and disagreement at school. Our goal is to teach students several positive ways to deal with these difficult situations. To do this, we are asking students who have minor problems to try at least two of the following ideas:

- Go to another game or activity.
- Share and take turns.
- Respectfully talk it over and listen to each other.
- Walk away from the problem.
- Ignore the problem behavior.
- Tell the person to stop the problem behavior.
- Apologize.
- Make a deal or compromise.
- Wait to cool off.

This process can be done before asking for adult help. When a request for adult help is made, it will include the two ideas tried: "Mrs. Jones, Tad is teasing me about my glasses. I tried ignoring him and I've told him it hurts my feelings when he makes fun of me. He's still calling me names." The playground supervisor at school will get involved and help solve the problem by using our playground discipline plan. Of course the playground supervisor will immediately handle any serious conflicts that cause a child to feel threatened or frightened.

By using this plan we believe that our students will develop effective problem-solving skills that they can use again and again. It will help them to deal with conflict in a positive manner and to make appropriate decisions. Knowing what to do will help students reduce the stress and number of conflicts they have at school and in their neighborhood.

Colorful charts illustrating ways to deal with conflict will be posted so all students will know their choices. In-class behavior lessons, small group instruction, and school-wide assemblies will be held to define and model behavior expectations and positive behavior. Equally, teachers and assistant teachers will meet regularly for professional development in the areas of teaching, supporting, and rewarding positive behavior. We encourage you to become familiar with this program and use it in your home. By working together, we can develop a healthy life skill for young people to use at home and at school.

CHARACTER EDUCATION AND LEADERSHIP DEVELOPMENT

Social and emotional growth is extremely important to academic achievement. The goal of our school-wide Character Education program is to support students in the development of key character traits for forming and maintaining strong, healthy relationships through positive decision making.

Bullying is often considered a problem which only happens at school. In fact, bullying is part of everyday life from childhood to adulthood. There can be bullying towards family members, co-workers, customers, retail clerks, etc.

Very often **all** aggressive or mean behavior is called bullying, yet when we consider the definition of bullying we can see that this is not the case:

*'Bullying is a conscious, **repeated**, hostile, **aggressive** behavior of an individual or a group abusing their position with the **intention** to harm others or gain real or perceived **power**.'*

Whatever definition of bullying is used, all contain the key words in that the behavior is **repeated**, **aggressive**, and **intended to gain power**.

Our Character education program is an ongoing, proactive approach to helping our students understand how to have respectful, bully-free relationships. Our students are also taught when it is appropriate to seek the help of an adult. **(Kelso's Choice)**

Please refer to the chart below to help assist in determining what bully behavior is and is not. If there are any questions or concerns, please feel free to contact your child's teacher, or the principal. Together we can support our students' growth in a safe and secure learning environment.

What is Bullying	What is NOT Bullying
Any of the following aggressive behaviors are bullying if the actions are repeated , and done with the intention of gaining power .	Any of the following aggressive behaviors are not bullying if the actions occur once (i.e. no pattern) or done with no intention of gaining power .
Physical attack such as: <ul style="list-style-type: none"> • Bumping into someone • Pushing, shoving, tripping • Hitting (directly or with someone else) • Punching, kicking • Fighting 	Physical behaviors such as: <ul style="list-style-type: none"> • Accidentally bumping into someone • Making others play things a certain way (natural behavior – everyone likes things done their way) • Any of the behaviors listed to the left (pushing, shoving, tripping hitting etc.) which occur ONCE (i.e. is not a repeated or pattern of behavior)
Verbal attack – for any kind of difference, such as: <ul style="list-style-type: none"> • Racial • Gender • Physical 	Verbal behaviors such as: <ul style="list-style-type: none"> • A statement of dislike toward or about someone • A single act of telling a joke about someone

<ul style="list-style-type: none"> • Sexual Orientation • Skills Ability/Disability (too smart, stupid, spaz, etc) • Physical Appearance (clothes, haircut, etc.) • Economic Status • Religion • Threats or Intimidation 	<ul style="list-style-type: none"> • Arguments or heated disagreements between two or more students/groups (the pattern of which is not repeated to gain power) • Expressions of unwanted thoughts or feelings regarding others
<p>Non-verbal attack such as:</p> <ul style="list-style-type: none"> • Staring or glaring • Pretending to whisper while looking at someone • Shunning or exclusion from groups/activity • Taking Possessions or Stealing 	<p>Non-verbal behaviors such as:</p> <ul style="list-style-type: none"> • Being excluded • Not playing with someone • Choosing different people or groups to play with from time to time

STUDENT UNIFORM AND DRESS CODE

School uniforms promote school spirit, unity, and teamwork, as well as a professional learning environment. Our official uniform company is True Grits. You may purchase uniform pieces online at www.truegrits.com or by visiting their store in Rancho Cordova.

What pieces will be available for purchase through True Grits?

Our uniform store will stock all items including shirts, sweaters, blouses, jackets, sweatshirts, pants, skirts, shorts, dresses, jumpers, PE wear, socks, and accessories such as hair pieces and ties. All items are available on-line, as well.

Do we have to purchase every piece within the True Grits collection?

No. While there are some required pieces, students can choose their preferred colors and styles from our collection. There are also two lines of pants and shorts to accommodate family budgets.

What are the required pieces?

Regular Uniform Days

- Collared long or short sleeve shirt **with Merryhill crest** in navy, white, or light blue
- Bottoms, which include shorts, dresses, skirts, or pants, in grey, grey plaid, navy, or khaki
- Socks, tights or leggings must be white, navy, khaki, or grey/black and should match the bottoms
- Shoes such as sneakers, flats, loafers, etc. (see specific shoe Q&A below) in neutral or primary colors
- Sweaters, sweatshirts, and fleece jackets in navy with the Merryhill crest

High Dress Uniform Days

- Long or short sleeve white oxford shirt with Merryhill crest
- Bottoms, which include shorts, skirts, dresses, or pants, in grey or navy. Also the grey plaid jumper or skirt for girls.
- Navy sport coat with crest, navy Merryhill tie, and/or navy cardigan sweater with Merryhill crest are **optional** high dress pieces
- Socks, leggings or tights in navy, grey, or white
- Dress shoes in black such as Mary Jane's, loafers, ballet flats, and dress boots

How many days of uniform outfits will need to be purchased?

Three – four is the recommended number of uniform outfits you will need. The pieces can be mixed and matched and worn more than once in the same week. Launder uniform attire on Tuesday or Wednesday night and you could be set with three outfits. Keep in mind that on Fridays our students wear their spirit t-shirts: **Live, Love, Learn** (free w/registration), **Class Color** (\$7), **Mountain Lion** (\$7) and we will have one “free dress” day each month as well. High uniform days will be scheduled once per month.

Do we have to have uniform outerwear?

No. True Grits sells a variety of nice coats and sweatshirts with the Merryhill crest, however, we allow our students to wear any coat or sweatshirt outside on the playground. When they are in class all non-uniform outer wear must be hung up.

What are the requirements for shoes on regular uniform days?

Shoes on regular uniform days should be closed-toe and rubber soled for safety, and simple in design. Shoes should be in either navy, white, black/grey, brown, red, yellow, light blue, or green. No bling is permitted such as sequins and lights. No neon colors or prints are permitted. Excellent options are available from Vans, Converse, Nike, Sperry, and other brands. Simple ballet flats are an excellent option for girls, as well. Boots should be simple in look, fitted, knee high, and in black only. No heels permitted.

What accessories can be worn?

Matching accessories can be purchased at the uniform store and include ties for girls and boys, headbands, socks, bows, belts, modesty shorts (worn under skirts & dresses), and even matching doll outfits. Accessories purchased anywhere else **MUST** be in matching uniform colors. (No pink flowers, bows or socks.)

Which students need to purchase PE wear?

Only students in grades 5-8 are required to change out for PE and need the PE uniform which consists of navy Merryhill shorts and a Merryhill Physical Education grey t-shirt. In the colder months, students may swap the navy shorts for plain grey sweatpants and may wear a Merryhill or plain navy sweatshirt over their PE uniform shirt.

Do the required PE pieces have to be purchased from the uniform store?

The shorts and t-shirt must be purchased through True Grits. The plain grey sweatpants and plain navy sweatshirt, socks and shoes can be purchased anywhere.

Are there samples or a catalog?

Samples from True Grits are available in the front office. Our collection will also be featured on the True Grits website, www.truegrits.com. Our school code is **MHS317**.

Spirit Days:

- Every Friday is a designated Spirit Day. Students may wear Merryhill spirit wear tops with uniform bottoms as designated on the school calendar. Spirit wear may be one of the following: Class Color T, Mountain Lion T, Live, Love, Learn? T or Free Dress.
- If a student chooses not to participate in the spirit t-shirt days, they should be in regular uniform.

Uniform Infractions:

- When a student breaks the uniform policy, he/she will be asked to remove that item, if possible (such as a sweatshirt with a professional sport team logo that does not follow our sweatshirt policy). If a student needs to completely change clothing (such as a pink shirt that does not follow the uniform policy), parents will be called to bring new clothing or items will be provided from our extra set, if available. Multiple uniform infractions will result in further consequences.

STUDENT SUPPLIES AND STORAGE

Cubbies:

All students are assigned a cubby in their classroom for books, lunches, spare clothing, and for Pre-K, nap stuff. All personal belongings should be stored neatly in the student's assigned cubby or stored in a backpack kept on a hook under the cubby. Students must only use the cubby that is assigned to them and should respect their classmates' private space.

Supplies:

- Textbooks are provided by the school and reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to textbooks must be paid for at the time of damage or loss. Students who leave the school permanently must return or pay for all texts before their records will be released to their next school.
- All art and regular classroom school supplies are provided by the school (glue, markers, colored pencils, paper, scissors, etc).
- Teachers will have a short supply list for the upper elementary grades.
- Backpacks - Large, wheeled backpacks are NOT necessary as students have easy access to their cubbies. Large backpacks are NOT permitted on the bus (especially Zuca bags). A regular backpack and an organized cubby are sufficient space for storing belongings during the day and increase safety as walking space is not clogged with large bags.

PLEASE NOTE: Cell phones, iPods or other mp3 players, and gaming units are not allowed on campus regularly, but teachers may award students with a day to bring these electronics to school **at your own risk**. These items may only be out and/or in use at designated times by the teacher. If these devices are out and/or in use at any other time, they will be confiscated. Confiscated items are given back at the end of the day to the students. After multiple offenses, parents will have to pick up the device. Students are requested not to bring money, jewelry, or other valuables to school. If it is necessary to bring money or valuables, the student should leave them in the office for safe-keeping. Students should never leave valuables in their cubbies. Cell phones must be kept in the front office if the student has one on campus for any reason.

MEDICAL AND EMERGENCY PROCEDURES

IMMUNIZATIONS: All students attending Merryhill School are required to provide the school with a current vaccination record within 30 days of the first day of school. Families must show proof of the following immunizations or provide a legal explanation for exemption. For more information please visit www.cdph.ca.gov/programs/immunize.

The following immunizations are required:

- Polio (OPV or IPV)
- Diphtheria, Tetanus, and Pertussis
- Measles, Mumps, and Rubella
- Hepatitis B

All physical forms should be submitted prior to the start of school. Merryhill School will follow the rules and regulations provided by the State with regard to handling children's illnesses.

MEDICATION: We will *not* administer medications of any kind (including over-the-counter medication), unless the following items are presented:

1. If the medication is a prescription: The original prescription label must be present on the container along with the child's name, specific dosage instructions, and a current date.

Note: In circumstances requiring specific skills or prior medical training to administer medications or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures.

2. If the medication is NOT a prescription: Any type of medication which does not bear a prescription label will NOT be administered without a written note. This includes cough drops, eye drops, medicated ointments, pain reliever, etc.
3. A Medication Authorization form must be filled out completely and accompany the medication.

EMERGENCIES: Safety procedures help keep students and staff alike safe in unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. The Principal reviews these procedures regularly with assistance from security experts as needed, and students and staff practice a wide variety of drills throughout the school year.

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child.

If a child has an accident or incident during the day requiring medical attention beyond a simple bandage or cleaning, you will be contacted via email or phone. In the event of a

serious emergency, the school will secure immediate medical attention as described on the “authorization for medical treatment” on the child’s emergency care card filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies. Your authorization allows us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician, if, in our judgment, there is insufficient time first to contact your child’s physician. Your authorization allows us to make the decision of when an emergency exists.

If a child becomes ill while at school, parents will be notified and requested to pick up the child at the earliest convenience. Children who have a fever of 100 degrees or higher, are vomiting, have diarrhea, or show signs of a communicable disease will be removed from the classroom to a quiet area, parents will be called, and pick up should follow immediately. Children will not be able to return to school until the symptoms have disappeared and the child is fever free (without the use of a fever-reducing medication) for 24 hours. Children showing any sign of a communicable disease will not be allowed to return to school until a physician has treated the symptoms and a physician’s notice is given to return to school.

HANDBOOK SIGNATURE ACKNOWLEDGEMENT FORM

Please print, sign and date this page and return it to the school.

My child and I have received a copy of the Merryhill Handbook. I understand that the handbook contains information that my child and I will need during the school year.

Printed Name of Student

Signature of Student

Signature of Parent

Date

(Date: MM/DD/YYYY)

TECHNOLOGY USAGE POLICY

Acceptable Use Policy (AUP)

Nobel Learning Communities, Inc. Policy on Acceptable Use of Information Technology Resources For Grades 3-12

Skillful use of technology is essential in today's world. However, misuse of technology can lead to negative consequences. Students and caregivers are asked to read the following student responsibilities when using school technology resources, as well as the advice for caregivers, and to signify their intent to comply by signing their names at the end.

What are "information technology resources"?

The school's information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities (NLCI) that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by NLCI is to be loaded on or used on school-owned equipment.

Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school administrator; and may, if illegal, be reported to law enforcement officials.

For Students:

What are my responsibilities when using the school's information technology resources?

1. Students must remember that the use of the school's information technology resources is a privilege and they should be used mainly for educational purposes.
2. Students must respect and protect their own privacy and the privacy of others by using only their own assigned accounts, and not accessing, using or copying others' passwords. Students should not disclose their own passwords to anyone else, and they should not give out personal or private information about themselves or about others.
3. Students must remember that copyright protects Internet materials as it does hard copies of papers, magazines, books and other material. Making unauthorized copies of written materials, music, songs, games or video is a copyright violation

punishable by law. The only material that is free to copy is material that specifically says that it may be freely copied, and the source of that material must be clearly cited. Government documents may also be freely copied, with the proper citation. Copying without citation or portraying the work of another as your own is plagiarism.

4. Students must communicate in ways that are kind and respectful. They must not use inappropriate, rude or offensive language, even as a joke. The school's Code of Conduct or Behavior Policy applies to all electronic communications. Communications that can reasonably be considered pornography, obscenity, sexual harassment, bullying, cyber bullying or threatening messages are forbidden. Students who receive communications that cause them to feel threatened or uncomfortable should report the communications to a teacher or network administrator.
5. Students must treat all school information technology resources with respect and care, to avoid damaging equipment and to safeguard data. Students should report violations to a teacher.

For Parents/Guardians

Students' use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent or guardian's responsibility to limit and/or monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child's bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under the policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

TECHNOLOGY USAGE POLICY ACKNOWLEDGEMENT FORM

I have read this policy and I understand my responsibilities.

Student Name (Please Print)

Student Signature

Date (Date: MM/DD/YYYY)

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date (Date: MM/DD/YYYY)

IPAD POLICIES AND PROCEDURES

Merryhill School Grades 4-6

iPad® Handbook of Policy, Procedures, and Information

INTRODUCTION

Technology plays an important role in our lives today. Technology is simply one more learning tool that allows us to give students a well-rounded learning experience. Educators around the world are using the iPad® to build dynamic learning experiences. A number of factors including the way in which the iPad® is transforming the way we teach and learn, along with their powerful creative tools, interactive textbooks, and educational apps and content were taken into account as we made our decision to move forward with the purchase of Apple iPad® Mobile Digital Devices. (iPad® is a registered trademark of Apple, Inc.)

RECEIVING YOUR iPad® & iPad® CHECK-IN

- **Receiving Your iPad®**

The iPads® will be distributed at the beginning of each school year during “iPad® Orientation.” Parents & students must sign and return the Student Pledge documents before the iPad® can initially be issued to their child. Students in grades 6-8 will use the same device over the next 3 school years (until graduation). In order for this endeavor to be successful, it will take a joint effort between the students, staff and parents to ensure the success of this program. The iPads® remain the property of the school.

- **iPad® Check-in**

iPads® will be returned during the week of 23 so they can be checked for serviceability. If a student transfers out of the school during the school year, the iPad® will be returned at the time of student withdraw. Additionally, individual school iPads® and accessories must be returned to the school at the end of each school year. Furthermore, the student will be responsible for any damage to the iPad® and must return the iPad® and accessories in satisfactory condition.

- **Care Of Your iPad®**

The iPad® is school property and all users will follow this policy and the Merryhill School’s acceptable use policy for technology. Students are responsible for the general care of the iPad they have been issued by the school. Any iPad® that is broken or fails to work properly must be taken to Mr. Kinz for an evaluation of the equipment.

- **General Care**

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad®.

- Cords and cables must be inserted carefully into the iPad® to prevent damage -align the charge/sync cord carefully when connecting or removing

- iPads® must remain free of any writing, drawing, personal stickers, or labels
- iPads® must never be left in any unsupervised area
- Students are responsible for keeping the iPad® battery charged for school each day
- Students will use the same iPad® for the life of the iPad®
- Excessive pressure on the iPad® screen may cause damage -avoid leaning on top of the iPad® or placing anything on top of it -placing too many items in a carrying case or backpack could also put too much pressure on the screen
- Avoid touching the screen with anything other than your finger or a proper stylus
- Wrap the charge/sync cable carefully when not used
- To prevent damage, the iPad® should not be near food and drink
- Keep the iPad® out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness -freezing conditions will damage components and impact battery life
- The iPad® is provided for the sole uses of the student to which it is assigned. Do not loan out the iPad®, charger/sync cable, or cover to other individuals
- When storing the iPad®, do not place heavy items on top of or against it
- Keep the iPad® off the floor where it could be stepped on or tripped over
- Do not bump or drop the iPad® against hard surfaces
- Do not disassemble or attempt to do any physical repairs to the iPad®
- Do not attempt to break any security protocols placed on the iPads® at any time
- Honor Merryhill School's restrictions of access to sites and apps that are not allowed.

- **Using Your iPad At School**

iPads® are intended for use at school each day. In addition to teacher expectations for iPad® use, school messages, announcements, calendars and schedules may be accessed using the iPad®. Students should bring the iPad® to all classes, unless specifically instructed not to do so by their teacher.

- **Personal Apps**

Students may install appropriate personal apps on the iPad® via their personal iTunes account. Merryhill School will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad®. However, this does not limit what can be downloaded to the student's individual iTunes account or other personal device (iPhone or iPod).

If storage space becomes an issue on student iPads®, student music, photos and apps will need to be deleted. All apps must be in accordance with the personal iTunes account and in compliance with the legal license agreements. The school will not be held liable for any personal apps or other downloads that are purchased. Loading music from your personal collection is permitted in accordance with the legal license agreements. Personal content may need to be removed if more memory is required for school related apps and files. If illegal software/apps or inappropriate content is discovered, the iPad® will be reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

MANAGING YOUR FILES & SAVING YOUR WORK

- **Saving to the iPad/Home Directory**

Students should save work to the iPad and where available to iCloud using the students iTunes account. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is recommended students regularly back up data to the cloud storage provided by Apple. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for not submitting work. With the availability of the Cloud storage or within each particular app or programs, it is still the student's responsibility to ensure that the work is not lost.

- **Instructional Use**

You are responsible to bring the iPad to school every day. If you do not have it, you must complete all work as if it were present.

Bring the iPad® to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the iPad® software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

SOFTWARE ON IPADS

- **Originally Installed Software**

The apps and operating system originally installed by Merryhill School must remain on the iPad® in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

- **Additional Software**

Apps will automatically be pushed to the student iPad®. These apps are the property of (School) and will remain the property of (School) even once installed on the student iPad. All iPads will contain Pages, Keynote, iMovie, and *Garage Band*. Other apps may be added by the school throughout the school year.

- **Procedure for re-loading software**

If technical difficulties occur, the iPad® should be restored from a backup stored in the iCloud by the student or will be re-set to factory settings in the event a backup is not available.

- **Software upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in the iPads® for periodic updates and syncing. Operating systems with Apple devices change. Merryhill School will notify students on how to update apps should updates be necessary.

TECHNOLOGY SUPPORT

- **ACCEPTABLE USE**

The use of the Merryhill School's technology resources are a privilege, not a right. The privilege of using the technology resources provided by Merryhill School is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the Merryhill School.

- **Parent/Guardian Responsibilities**

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Merryhill students will have access to their device during school hours. Parents will need to establish ground rules for iPad® use outside of the school day. Devices will have Internet filtering on them at all times. Merryhill School will also be able to restrict the purchase of legal or "illegal" content through iTunes that can be put on the device.

- **Merryhill School's Responsibilities are to:**

- Provide Internet access to its students
- Provide Internet filtering
- Provide cloud-based data storage. Merryhill reserves the right to review, monitor and restrict information stored on or transmitted via Merryhill School's owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

- **Students are responsible for:**

- Using iPads® in a responsible and ethical manner
- Obeying general school rules concerning behavior and communication that applies to iPad®/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping Merryhill School protect our computer system/device by contacting an administrator about any security problems they may encounter
- Monitoring all activity on their account(s)
- Securing the iPad® after they are done working to protect their work and information
- Notifying a school faculty or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable

iPads® that malfunction or are damaged must be reported to Mr. Kinz. Merryhill School will be responsible for repairing iPads® that malfunction and/or repairs covered under warranty.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad® that is stolen must be reported immediately to the main office. The administration, will conduct a full investigation and report.

- **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing school policy or applicable law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Inappropriately utilizing photos, video, and/or audio recordings of any person
- Changing iPad® settings in an effort to circumvent the filtering system
- Downloading inappropriate apps
- Spamming or sending inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Vandalism to your assigned iPad® or another student's assigned iPad®

PROTECTING & STORING YOUR IPAD® COMPUTER

- **iPad® Identification**

Student iPads will be labeled in the manner specified by the school. iPads® can be identified based on serial number. Do not remove the iPad®'s identifying labels or markings.

- **Storing Your iPad®**

Students are encouraged to take the iPads® home every day after school, regardless of whether or not they are needed.

- **iPads® Left in Unsupervised Areas**

Under no circumstances should iPads® be left in unsupervised areas. If an iPad® is found in an unsupervised area, it will be taken to the office.

REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

Merryhill School recognizes that with the implementation of the iPad® initiative there is a need to protect the investment by both the school and the student/parent.

Therefore, we have set the following guidelines in place:

- **Damage / Loss**

Take the iPad® to Mr. Kinz if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad® may be issued to you, if available. All iPad® policy agreements remain in effect for the loaner iPad®. If the iPad® is stolen or damaged by another party, please report it to the office immediately.

- **Accidental Damage**

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition.

- **Replacement**

Students/Parents will be held responsible for **ALL (full payment)** damages to iPads® including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost. The cost of replacing the school issued iPad® is **\$600.00**. All replacement iPads® must be purchased through the school.

- **Warranty Coverage:**

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting in a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.

Exclusions (Parent/Guardian will be liable for entire replacement cost of the device):

- Intentional damages.
- Not reporting damages the next school day.
- Negligence.
- Loss or damages resulting from fraudulent, intentional or criminal acts.

- **Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

- **Personal Home or Homeowners coverage**

Students or parents may wish to carry their own personal insurance to protect the iPad® in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad® computer.

Glossary

Term	Definition
App	Application: software that runs on an iPad® or other Apple portable device, such as the iPhone
Apple ID:	Username for Apple that is associated with the iTunes store and iCloud. Students may set their iPad® up with one or two Apple IDs.
Dropbox:	Dropbox is a cloud-based storage solution that allows users to upload and download documents and data across multiple devices including the iPad®
Find my iPhone	A service provided by Apple that allows for the location of Apple devices including iPads® and iPhones. In order for Find my iPhone to work, the device must be on, with location services turned on. The app can be downloaded from the App Store, and the service is available at iCloud.com
iCloud	The virtual storage space that Apple offers to all users with an initial amount of free space.
Ink on	The ability to physically write on a screen with a finger and/or stylus.
iOS	Mobile Device Operating System: this is what runs the iPad® , and it also includes some built-in free Apps, such as Calendar, Maps, Mail, Safari, and many others.
iTunes	Software for purchasing music from the iPad®, or accessing all of Apple’s IOS software available for purchase from a desktop computer. iTunes was also the primary way for managing an IOS device, though this has largely been supplanted by iCloud. Access to these features requires a free Apple ID. It is possible to limit spending through iTunes in two ways. The student iTunes account WILL NOT require a credit card and will align with the student’s Apple ID.
Jailbreak	Changing the Apple iOS to allow for purchases outside of the iTunes portal. This nullifies the Apple warranty and is forbidden
Media	Apps, songs, pictures, videos, documents, slide-shows, spreadsheets.
PDF	Portable Document Format: a picture of a page that is commonly used in communication. Because it is a picture, it is usually not a page that is meant to be edited. PDFs can be opened on virtually any computer.
Peripheral Device	Any iPad® compatible accessory. Check with your local Apple representative.
Social Media	Sites, such as Facebook, Google Plus and Twitter, which are used to augment social interactions between people through an electronic device.
Stylus	A virtual pen - a device that looks like a pen but is not, that is used to write on the iPad® screen, electronically.
Sync	Matching what is on one machine with another machine, or a profile of a device on another machine.
Updates	Software patches, fixes and improvements that software developers provide from time to time in order to improve software function.
Virtual Storage	Storage that is not local to a machine, but exists on some distant server, that the user can access at any time, from any computing device with internet access
Wi-Fi	Popular term for a wireless internet connection

FAQ's

1. **Why Apple?** Apple is constantly refining their products, including both hardware and software. They have taken a very specific focus on education and empowering students to learn. Their products are very simple to use and create an exciting and stimulating environment.
2. **Will replacement batteries be provided if needed?** If a battery fails testing, Merryhill School will replace the battery. Per Apple's website, the battery life of an iPad is about 1,000 charging cycles, with about 10 hours of use per charge.
3. **For more information and for battery saving tips, visit www.apple.com/batteries/ipad.html*
4. **Will students be able to install apps and download music to the iPad? YES!** Again, we want to keep our students engaged and allow resources to be always available. All apps, downloads, music, etc. must be obtained legally.
5. **Will students be able to email, chat, and play games on their iPads?** Yes, but only at designated times during school when permitted by the teacher and at home.
6. **Can students use their own accessories with the iPad? YES.** We do not want to restrict our students within the bounds of the Acceptable Use Policy and state and federal laws.
7. **Will Merryhill provide maintenance and repair to the iPads?** Yes. Repairs must be reported to the building office that will then make arrangements with the Technology Department. Any Apple or downloaded app updates must be maintained by the student. If updates are available, the iPad will notify the student.
8. **What if my iPad is being repaired during the school year?** A limited number of loaner iPads may be available in warranted situations.
9. **What about data backup?** Currently, iPad files and data will be saved both locally on the device and on the Internet/"Cloud, not on NAME OF SCHOOL servers. Therefore, there is no centrally managed way for the Technology Department to backup and restore any data from the iPad or saved to the Cloud.
10. **Will the Merryhill be able to monitor and control iPad use? Yes. The Technology Department will be able to enable/disable various features and settings of the iPad. While inside Merryhill School, the iPads will fall under our Internet filter, so students will not be able to access inappropriate sites.**
11. **If you have Internet availability at home, you will need to monitor your child's Internet access. Merryhill School cannot monitor personal Internet access off campus.**
12. **What about virus and malware protection?** Due to the design of Apple products, they are not susceptible to viruses or malware.

STUDENT PLEDGE FOR iPad® USE

1. I will take appropriate care of my assigned iPad®.
2. I will never leave the iPad® unattended. Unattended iPads® will be taken to the office.
3. I will never loan out my assigned iPad® to other individuals.
4. I will know where my assigned iPad® is at all times.
5. I will charge the iPad® completely before the beginning of the school day.
6. I will keep food and beverages away from the iPad® since they may cause damage to the device.
7. I will not disassemble any part of the iPad® or attempt any repairs or jailbreak the iPad®.
8. I will protect the iPad® by keeping it in the protective case.
9. I will use the iPad® in ways that are appropriate.
10. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad®. I will not deface the serial number.
11. I understand that the iPad® is subject to inspection at any time without notice and remains the property of Merryhill School.
12. I will follow the policies outlined in the *Acceptable Use Policy* at all times.
13. I will file a police report in case of theft, vandalism, or loss.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Merryhill School iPad® and power cords in good working condition.
16. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
17. I will not put a security code on the iPad®.

I agree to the stipulations set forth in the above documents including the iPad® Policy, Procedures, and Information; the Acceptable Use Policy; iPad® Protection Plan and the Student Pledge for iPad® Use. I agree to immediately return the iPad® and charger in good working condition upon request or withdrawal from Merryhill School. I assume full responsibility of my assigned iPad®. I acknowledge that this handbook is to be used as a guide to both acceptable and prohibited behavior of this technology.

Student Name (Please Print)

Grade

Date

(Date: MM/DD/YYYY)

Student Signature

Merryhill School iPad® Policies & Procedures
Parent-Student Agreement

We have read, understand, and will comply with all policies and procedures within this document. We understand that **we are responsible for purchasing a case for the device and also responsible for the replacement cost of an intentionally damaged or lost iPad®**. I will be responsible for monitoring my child at all times while the iPad® is at home or in my presence.

As the parent, I agree to immediately return the iPad® and peripherals in good working condition upon withdrawal from Merryhill School. I acknowledge that this handbook and policy is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date (Date: MM/DD/YYYY)

Student Name (Please Print)

Student Signature

Grade Date (Date: MM/DD/YYYY)

(To be completed by school staff)

Check-out Date: _____ Device ID Number: _____

Check-in Date: _____

Device Quality at Check in:

- Excellent - no wear and tear, all systems working properly
- Good – some normal wear and tear, all systems working properly
- Fair – excessive wear and tear and/or some system malfunctions
- Poor – device is broken such as a cracked screen or damaged systems, some fines may be assessed to the student
- Lost – device not turned in, replacement fee assessed to the student

Received by: _____



EMERGENCY CARD

Merryhill Preparatory School

STUDENT EMERGENCY/MEDICAL INFORMATION CARD

(This card needs to be completed every school year)

Student's Name: _____
(Last) (First) (Middle Initial)

Grade: _____ Age: _____ Birthdate: _____
(Date: MM/DD/YYYY)

Home Address: _____ Apt. No.: _____

City: _____ Zip Code: _____ Home Phone: _____

Ethnicity: _____ Child Lives With (Mark all that apply): Mother Father
Caregiver/Guardian

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Employer: _____ Employer: _____

Work Address: _____ Work Address: _____

Primary Phone: _____ Primary Phone: _____

Secondary Phone: _____ Secondary Phone: _____

Email: _____ Email: _____

EMERGENCY CONTACTS/PERSONS AUTHORIZED TO PICK-UP MY CHILD: In case child listed above needs to be picked up by someone other than myself, becomes ill, or is injured at school and I cannot be contacted, the school authorities have my permission to contact and release my child to the custody of one of the following:

1. _____
(Name) (Relationship) (Primary Phone) (Secondary Phone)

2. _____
(Name) (Relationship) (Primary Phone) (Secondary Phone)

My child has health insurance: Yes No If Yes, list:

Member #: _____ Health Care Provider Phone: _____

NO MEDICAL CONDITION OR My child receives regular care for the following medical condition(s):

Allergies/Allergic to: _____ Date of last reaction: _____ Requires Epinephrine

Does your child have any other major health issue(s)? Please list: _____

Is your child taking medication(s)? Please list medication(s) and times taken: _____

If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for the school to take appropriate action for the safety and welfare of my child.

(Parent/Guardian Signature Required)

(Date Completed/Updated)
(Date: MM/DD/YYYY)



ALLERGY CARD

Merryhill Preparatory School

ALLERGY INFORMATION CARD

(This card needs to be completed every school year and MUST be submitted by the first day of school)

Student's Name: _____
(Last) (First) (Middle Initial)

Grade: _____ Age: _____ Birthdate: _____
(Date: MM/DD/YYYY)

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Employer: _____ Employer: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Mobile Phone: _____ Mobile Phone: _____

ALLERGIES

Allergies/Allergic to: _____

ALLERGY PRECAUTIONS

The allergy can be prevented by: _____

Peanut Allergies: _____ My child can be in a building with peanut products. The school does not have to be peanut free.

_____ My child cannot be near any peanut products. The school must be peanut free.

ALLERGY REACTIONS

Reaction symptoms: _____

Date of last reaction: _____ Requires Epinephrine
(Date: MM/DD/YYYY)

ALLERGY REACTION RESPONSES

Please do the following if an allergic reactions occurs: _____

I give my consent for the school to follow the procedures outlined above. If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for the school to take appropriate action for the safety and welfare of my child.

(Parent/Guardian Signature Required)

(Date Completed/Updated)
(Date: MM/DD/YYYY)

TRANSPORTATION SERVICES

We are proud of our updated vehicle fleet and comprehensive transportation services. Collectively, our drivers have over 40 years of school driving experience and are dedicated to ensuring the safe transport of each and every Merryhill student.

To clarify our procedures and the regulations, as required by law, we are providing you with two essential documents. The first is the Bus Rider Policy & Procedures Guide and the second is our Transportation Safety Plan. Each document has an acknowledgement page that must be completed by all Merryhill parents prior to starting school. All parents must read this information and complete the forms as it applies both to our daily route riders as well as those students that only use our service for fieldtrips.

The Bus Rider Policy & Procedure Guide provides descriptions of the procedures for our various loading and unloading locations as well as guidelines that you and your student need to know in order to insure you are on time for bus services. We have included a sample of our Bus Citation that will be used for all corrective discipline issues for your reference. For those that would like to have the California Regulations as a reference, they can be located at the end of the guide.

The Transportation Safety Plan provides legally required information regarding such items as crossing the road or parking lot, safe loading and unloading practices, proper boarding and exiting (of the bus) procedures, a list of current bus stops, the basic bus rules, safety instruction practices and how we deal with reduced visibility issues to insure the safety of our riders. It also included is a diagram to share with your student identifying danger zones around our buses for pedestrians, when getting on or off our buses. For those that would like to have the California Regulations that pertain to this information as a reference, those are at the end of the guide.

If you have any questions regarding the information contained in any of these documents, please contact your Principal or Kimber Wheeler (Transportation Supervisor).

Thank you for doing your part in helping us keep all our Merryhill students and staff safe while traveling the local area roads to adventurous learning.

Kimber Wheeler

BUS RIDER POLICY AND PROCEDURE

In order to provide transportation services, we have established minimum ridership for each route. If any route falls below the ridership minimum, or we have a staff shortage, we reserve the right to cancel part or all of a bus route until such time as we can service it again. In this event, parents will be notified of the issue and will need to transport their student(s) to and/or from school.

Bus Rules

- Bus riders are not allowed to eat on the bus. We want to eliminate the chance of a child choking on any food substance while on the bus. Secondly, cleaning up spilled food/drink on the bus is not easy.
- Bus riders are required to wear seatbelts at all times when riding the bus.
- Bus riders are required to put backpacks under their seat while on the bus.
- Bus riders are not allowed to use electronic devices while on the bus including cell phones, tablets, hand-held video game systems or music players.)

Preschool Campus Bus Stop

A Preschool Campus Bus Stop is a regular stop at a Merryhill school, where designated riders participate in a Before and After Care program at a host campus. The host campuses are our Merryhill Preschool Rocklin campus and our Merryhill Preschool Foothills campus.

Before School Loading

Bus riders are not allowed to cross the parking lot to board the bus when the bus is anywhere within sight. They must be safely inside the Preschool campus building until the bus driver comes inside to retrieve the students that are to be transported. Students may not board the bus unless they have checked in with the Preschool campus where they are being picked up from.

Campus Staff will take bus roll using face-to-name recognition prior to bus arrival. Once the bus has arrived and parked safely at the Preschool campus the bus driver will escort all bus riders out to the bus in a single file line. Preschool campus staff will hand the bus rider list to the driver prior to students boarding. The bus driver will take roll of each student as they board the bus making sure to use face-to-name recognition.

Once all students are on, the driver will close the door and check to insure all seatbelts are properly secured prior to departure. No late arrivals are allowed to board the bus once the loading process has begun.

Before School Unloading

Once the bus has arrived at the elementary school the students will remain seated until the bus driver has given them the ok to unbuckle their seatbelt and prepare for exiting the bus.

The students will exit the bus and follow the bus driver in a single file line into their school.

After School Loading

Campus staff will call all bus riders to line up for face-to-name recognition roll call and complete the Bus Rider List. Once all students are accounted for the staff will give the bus rider list to the driver. The driver will check each student onto the bus using face-to-name recognition. Once all students are accounted for from the school, the driver will close the door and check all riders to make sure each seat belt is secure. Once all students are safely seated the driver will depart the educational campus.

After School Unloading

Once the bus has arrived at the Preschool campus the students will remain seated until the bus driver has given them the ok to unbuckle their seatbelt and prepare for exiting the bus.

The students will exit the bus and follow the bus driver in a single file line into the Preschool. Once all students are inside the bus driver will provide the Preschool staff with the bus rider list so that each rider can be checked off and accounted for using face-to-name recognition.

BUS RIDER POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM

The safety of all Merryhill students and parents is our main objective and we appreciate your help in achieving that goal. Please read, indicate service selections and sign below.

I, the parent/guardian of _____ have read and understand the policies regarding pick-up and drop-off procedures outlined above. I understand that failure to comply with this policy may result in disciplinary action up to and including the suspension/expulsion of bus riding privileges.

- I accept that the behavior and safety of my student(s) is my sole responsibility while waiting for and approaching the bus to load/unload for a street side bus stop.
- I acknowledge the appropriate time for my child to be at the Preschool campus as established by my student's home school.

My child will be using the following:

- Preschool Campus Bus Field Trip Service

My child's stops are:

- Rocklin/Orlando Foothills/Orlando Field Trip Service Only

My child must be at the bus stop/inside the Preschool campus each morning no later than: **7:50AM**

_____ I have read and understand the policies and procedures "Preschool Campus" locations.

_____ I understand that no child will be allowed to cross the parking lot unescorted by the parent or any person for any reason.

_____ I understand that circumstances may occur that are outside the control of the Merryhill Transportation department, which may result in a late bus, or suspension of bus service in part or completely.

Parent Name (Printed) _____

Parent Signature _____

Date: _____
(Date: MM/DD/YYYY)

REPORT OF HEALTH EXAMINATION FOR SCHOOL ENTRY

To protect the health of children, California law requires a health examination on school entry. Please have this report filled out by a health examiner and return it to the school. The school will keep and maintain it as confidential information.

PART I TO BE FILLED OUT BY A PARENT OR GUARDIAN

CHILD'S NAME—Last	First	Middle	BIRTH DATE—Month/Day/Year
ADDRESS—Number, Street		City	SCHOOL
		ZIP code	

PART II TO BE FILLED OUT BY HEALTH EXAMINER

HEALTH EXAMINATION

NOTE: All tests and evaluations except the blood lead test must be done after the child is 4 years and 3 months of age.

REQUIRED TESTS/EVALUATIONS	DATE (mm/dd/yy)
Health History	/ /
Physical Examination	/ /
Dental Assessment	/ /
Nutritional Assessment	/ /
Developmental Assessment	/ /
Vision Screening	/ /
Audiometric (hearing) Screening	/ /
TB Risk Assessment and Test, if indicated	/ /
Blood Test (for anemia)	/ /
Urine Test	/ /
Blood Lead Test	/ /
Other	/ /

IMMUNIZATION RECORD

Note to Examiner: Please give the family a completed or updated yellow California Immunization Record.
Note to School: Please record immunization dates on the blue California School Immunization Record (PM 286).

VACCINE	DATE EACH DOSE WAS GIVEN				
	First	Second	Third	Fourth	Fifth
POLIO (OPV or IPV)					
DtaP/DTp/DTTd (diphtheria, tetanus, and [acellular] pertussis) OR (tetanus and diphtheria only)					
MMR (measles, mumps, and rubella)					
HIB MENINGITIS (Haemophilus influenzae B) (Required for child care/preschool only)					
HEPATITIS B					
VARICELLA (Chickenpox)					
OTHER (e.g., TB Test, if indicated)					
OTHER					

PART III ADDITIONAL INFORMATION FROM HEALTH EXAMINER (optional) and

RELEASE OF HEALTH INFORMATION BY PARENT OR GUARDIAN

RESULTS AND RECOMMENDATIONS

Fill out if patient or guardian has signed the release of health information.

- Examination shows no condition of concern to school program activities.
- Conditions found in the examination or after further evaluation that are of importance to schooling or physical activity are: (please explain)

I give permission for the health examiner to share the additional information about the health check-up with the school as explained in Part III.

Please check this box if you **do not** want the health examiner to fill out Part III.

Signature of parent or guardian _____ Date _____

Name, address, and telephone number of health examiner _____

Signature of health examiner _____ Date _____

If your child is unable to get the school health check-up, call the Child Health and Disability Prevention (CHDP) Program in your local health department. If you do not want your child to have a health check-up, you may sign the waiver form (PM 171 B) found at your child's school.

CHDP website: www.dhcs.ca.gov/services/chdp



**FIELD TRIP PERMISSION
and Emergency Medical Authorization
2016-2017 School Year**

My child, _____, has permission to attend all field trips for the 2016-2017 school year, unless notified in writing by the parent/guardian that a particular field trip is not approved.

Parent/Guardian

Grade Teacher

Address

Phone Numbers

Field Trip Permission

By signing below, I, the undersigned, being the parent(s) or legal guardian(s) of the above named student (the **“Student”**), hereby voluntarily request and give permission for the Student to participate in the field trip described above (the **“Field Trip”**).

Parent/Guardian: Please check line 1 or line 2 to indicate the action desired in the event of an emergency.

Medical Authorization

1.____ I understand that while the Student is on the Field Trip, an emergency may develop which necessitates medical, dental, surgical care or hospitalization. Here possible, staff and faculty of Merryhill School (the **“School”**) will contract me prior to such treatment. However, this may not be practical depending on the nature of the emergency. Accordingly, I hereby authorize the School, through its staff, faculty, agents and volunteers, to act in my place in my absence and to give such authorization. This authorization is intended to give such staff, faculty, agents and volunteers of the School the right to give consent not only to authorize emergency diagnostic procedure, medical, dental, surgical care and hospitalization for the Student that the person so designated deems advisable, and which the physician, dentist, or hospital personnel in said person’s judgment may deem advisable.

I represent that the Student is in good physical condition and I am not aware of any disease or injury that might be aggravated or result in the Student’s being incapacitated or injured during the Field Trip.

Physician Phone

Insurance Carrier Ins. ID#

2. ____ I do not choose the above statement and desire the following action: _____

General Release and Indemnification

I understand that participation in the Field Trip is entirely voluntary. I agree that in partial consideration of the School sponsoring the Field Trip and permitting the Student to participate, I will not attempt to hold the School, Nobel Learning Communities, Inc., and it's or their respective officers, directors, employees, agents or volunteers (collectively, the **"Related Parties"**) liable in damages for any injury, death or loss to person or property sustained by the Student while participating in the Field Trip. **I have read this release, and understand that it affects legal rights and responsibilities, and I hereby agree and consent to its terms and conditions. By signing this form, I also agree for myself, my representatives and assigns, to release and hold harmless the Released Parties from any legal claim or liability for bodily injury and personal property damage that is caused to the Student while on the Field Trip.**

I understand that this form is in effect from the date signed and furthermore that it is my responsibility to notify the School with any changes to this form.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date (Date: MM/DD/YYYY) Emergency Phone Number

Other Emergency Contacts

Name Relationship

Phone Number

Name Relationship

Phone Number

PHOTO & MEDIA RELEASE FORM

GENERAL RELEASE

This is a general release made on _____, between _____
(Month/Day/Year) (Print Parent or Guardian Name)
hereinafter referred to as "I," and Nobel Learning Communities, Inc.

IT IS HEREBY AGREED AS FOLLOWS:

That I, the undersigned, for good and valuable consideration, the receipt of which is hereby acknowledged, do for myself and on behalf of my child or legal ward, hereby grant to Nobel Learning Communities, Inc. and its parent corporations, subsidiaries, affiliates and other related companies (collectively, "NLCI"), and all of its or their respective officers, directors, agents, employees, partners, licensees, shareholders, predecessors, successors and assigns, solely for NLCI promotional purposes (the "Permitted Use"), the right to use and publish the picture, portrait, likeness and/or

testimonial of _____
(Print Child's Name)

I acknowledge that the Permitted Use includes any medium now or hereafter known, without restriction as to manner, frequency or duration of usage, and shall be without compensation of any kind. I further agree that my child's picture, portrait, likeness and/or testimonial may be used with whatever visuals, copy or other elements NLCI may determine, subject to the terms of this general release, and I agree that all such materials produced hereunder are and will remain the sole and exclusive property of NLCI and will not have to be reviewed with me prior to their use, and that NLCI will have no liability to me resulting from the Permitted Use.

I acknowledge that if in the future I submit a written withdrawal of the foregoing permission to the school's principal, such withdrawal of permission will pertain only to future or new materials, and will not terminate the Permitted Use with respect to any material previously produced or used.

IN WITNESS WHEREOF, I have caused this general release to be duly executed as of the day and year first above written.

(Signature)



CLASS COLOR T-SHIRT ORDER FORM



This is a **REQUIRED** purchase for each student.

This t-shirt color will stay with your child throughout his/her years at our school. Next school year you may not need to purchase a new one unless your child needs a new size.

	<u>YXS</u>	<u>YS</u>	<u>YM</u>	<u>YL</u>	<u>YXL</u>	<u>AS</u>	<u>AM</u>	<u>AL</u>	<u>AXL</u>
Pre-K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent Name

Student Name

Student Name

Total Number of Shirts X \$10.00 Each

Payment (Cash/Check)



MOUNTAIN LION T-SHIRT ORDER FORM



This is a REQUIRED purchase for each student.

This t-shirt will stay with your child throughout his/her years at our school. Next school year you may not need to purchase a new one unless your child needs a new size.

	<u>YXS</u>	<u>YS</u>	<u>YM</u>	<u>YL</u>	<u>YXL</u>	<u>AS</u>	<u>AM</u>	<u>AL</u>	<u>AXL</u>
Pre-K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent Name _____

Student Name _____

Student Name _____

Total Number of Shirts X \$10.00 Each

Payment (Cash/Check)



LIVE, LOVE, LEARN T-SHIRT ORDER FORM



Students receive this T-Shirt as a part of their registration. If you would like to order extra shirts you may do so with this order form..

This t-shirt will stay with your child throughout his/her years at our school. Next school year you may not need to purchase a new one unless your child needs a new size.

	<u>YXS</u>	<u>YS</u>	<u>YM</u>	<u>YL</u>	<u>YXL</u>	<u>AS</u>	<u>AM</u>	<u>AL</u>	<u>AXL</u>
Pre-K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent Name

Student Name

Student Name

Total Number of Shirts X \$10.00 Each

Payment (Cash/Check)



Nobel Learning Communities, Inc.®

AUTOMATIC PAYMENT AUTHORIZATION AGREEMENT



Student(s) Name(s): _____

Name of Parent or Guardian: _____

Billing Address: _____ City: _____ Zip: _____

Phone #: _____ Work #: _____

Fax #: _____ Email (for billing purposes): _____

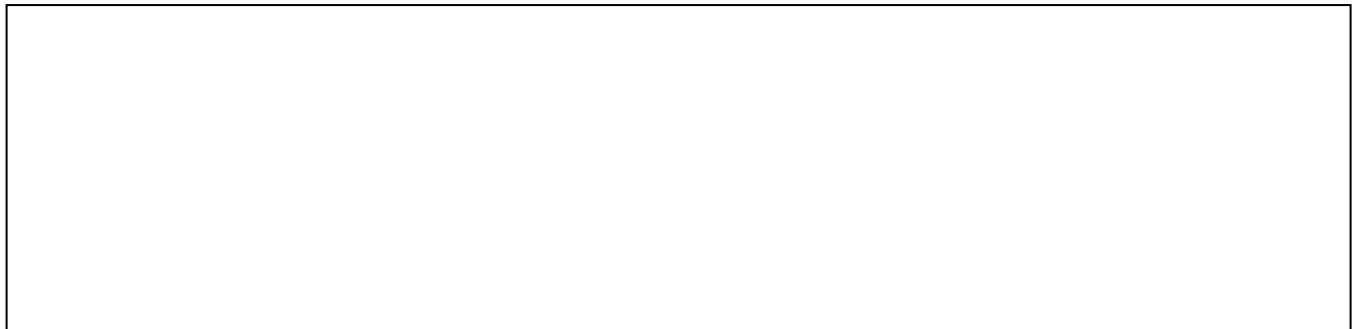
Name on bank account: _____ Type of Account

Account Number: _____ Checking

ABA Bank Routing Number: _____ Savings

I hereby authorize **Nobel Learning Communities, Inc.** to debit the above-referenced bank account, for the amounts of all invoices. The auto draft will occur automatically on the 1st business day of each billing period after a successful prenote test is done on the specified bank account provided. Please note that it may take a day or two for the draft to hit your bank account. This payment option will continue until we have received notification from you to terminate the Automatic Payment Option as payment for your invoices.

PLEASE STAPLE VOIDED CHECK BELOW



I acknowledge that it is my responsibility to notify Nobel Learning Communities, Inc. if I change bank accounts, and to provide Nobel Learning Communities, Inc. with updated information. If failure to do so results in the invoice not being paid within seven days of the due date, attendance at the school will no longer be permitted until the invoice is paid in full. Any returned auto draft payments will be subject to our normal returned payment fee as specified in your fee schedule. If an auto draft payment is returned, you are responsible for making payment by check for the amount of the invoice along with the returned payment fee. If an auto draft payment is returned three or more times, we reserve the right to discontinue the auto draft payment option and all future billings must be paid by certified funds.

By signing this authorization form, I agree to all of the above terms and conditions.

Date: _____ Name (please print): _____
(Date: MM/DD/YYYY)

Authorization Signature: _____

Office Use Only: School # 1045

5/27/2009



AUTOMATIC CREDIT CARD CHARGE AUTHORIZATION FORM

I hereby authorize **Easy Draft**, as agent on behalf of Nobel Learning Communities, Inc., to initiate periodic charges to my credit card as identified below, for amounts owed to Nobel Learning Communities, Inc. for all invoices generated during its billing cycle.

Customer Information

Student(s) Name(s): _____

Name of Parent or Guardian: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Work #: _____

Billing Email: _____

Credit Card Type: VISA Master Card Discover Card
(Circle One)

Name of Cardholder: (Print exactly as it appears on the card):

3 Digit Security Code: _____

(Credit Card Number)

Expiration Date: _____
(Date: MM/DD/YYYY)

This authorization is to remain in full force unless revoked or altered. In the event I wish to revoke or alter this authorization, I may do so **only** by providing written notice to my Nobel Learning Communities school no later than 30 business days prior to the effective date of such revocation or authorization.

- I acknowledge that it is my responsibility to notify my Nobel Learning Communities school if my credit card expires, and to provide the updated information. Failure to update information could result in late charges and other penalties in accordance with the provisions stated on the Tuition Agreement.
- I understand that all of the payments authorized above represent payment in advance of services rendered.
- I understand that Easy Draft will be adding a 2.0% convenience fee to the amount that is charged to my credit card. This fee is payable to the processor and is not applied to any amount due to Nobel Learning Communities, Inc. The convenience fee may change with 30 day notice.

I hereby attest that the above information is correct. I understand and agree to all provisions of this authorization form and I agree that I will pay for services rendered in accordance with the issuing bank cardholder agreement.

(Signature)

(Date: MM/DD/YYYY)



Credit Card FAQ's

- 1. What credit cards do you accept?**

Visa, MasterCard or Discover are accepted at Nobel Learning Communities, Inc. schools. We partner with a third party credit card processing company, Easy Draft, for this service.
- 2. Is there a processing fee charged?**

Easy Draft charges a fee that equals 2% of the transaction amount each time the credit card is charged. The convenience fee may change with a 30 day notice.
- 3. How do I set up to pay my tuition payments by credit card?**

To begin using your credit card for payments, you must complete and sign the Automatic Credit Charge Authorization Form. Your school's management team will then input your credit card information into our secure financial management system. For the security of your credit card information, there will be no records of your card number stored on paper.
- 4. My address information has recently changed. What are my responsibilities?**

Please notify your school's management team in writing if your billing address changes.
- 5. What charges can I use my credit card for?**

Credit card payment can be used for tuition, registration and late fees. Ancillary programs or most other fundraisers can be paid by credit card.
- 6. What could cause a decline on my credit card?**

Credit cards can be declined due to:

 - a. Insufficient balance remaining to process the payment
 - b. Incorrect billing address
 - c. Incorrect CSC code (the 3 digit code on the back of your card), expired card or invalid expiration date
 - d. Stolen or lost card being used
- 7. How will these charges be shown on my credit card bill?**

You will see two separate charges on your credit card statement. Your tuition/registration charges will show as "EZD Nobel Learning." The processing fee will show as "EZD UnityFi Solutions."
- 8. Can I use more than one credit card to make a tuition payment?**

Yes. Both credit cards must be presented to the management team, but only one credit card will be listed as the default/primary credit card. You will need to submit your default/primary card preference in writing to the management team.
- 9. What could cause a hold on my credit card even when a transaction does not go through?**

If your card declines due to incorrect billing address or invalid CSC code, a temporary hold in the amount of the attempted charge will be placed on your credit card. The timing for this hold to be released varies by provider, but can be up to 10 business days. Nobel Learning Communities cannot release this hold; this available balance can only be restored by your credit card company.
- 10. When are credit card payments submitted?**

Credit card payments will be charged on the day that payment is due. Any changes must be submitted to the management team at least one day prior to the payment due date in order for changes to be completed in a timely manner.

Revised 11/10/15

11. Can two parent/guardians pay separately, each using their own credit cards?

Payment authorization forms will need to be submitted by each parent, along with a schedule of which parent is making which payment. Both parents will need to sign the calendar, signifying their agreement with the payment schedule.

12. Can someone other than a parent or guardian pay for tuition using their credit card?

If someone other than a parent or guardian is making tuition payments via credit card, they would simply need to sign the authorization form and submit their payment information to the school management team.

13. Can processing fees be refunded?

Generally, processing fees are not refunded.

14. How are refunds processed on credit cards?

Refunds are credited to the original card used. If that card is no longer valid, a check will be issued by our corporate office and mailed to the address on file for the credit card owner. Please note that this process can take 2-3 weeks.

JR. KINDERGARTEN (PRE-K) PAPERWORK



PRE-KINDERGARTEN PAPERWORK

Merryhill Preparatory School

STUDENT EMERGENCY/MEDICAL INFORMATION CARD

(This card needs to be completed every school year)

Student's Name: _____
(Last) (First) (Middle Initial)

Grade: _____ Age: _____ Birthdate: _____
(Date: MM/DD/YYYY)

Home Address: _____ Apt. No.: _____

City: _____ Zip Code: _____ Home Phone: _____

Ethnicity: _____ Child Lives With (Mark all that apply): Mother Father
Caregiver/Guardian

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Employer: _____ Employer: _____

Work Address: _____ Work Address: _____

Primary Phone: _____ Primary Phone: _____

Secondary Phone: _____ Secondary Phone: _____

Email: _____ Email: _____

EMERGENCY CONTACTS/PERSONS AUTHORIZED TO PICK-UP MY CHILD: In case child listed above needs to be picked up by someone other than myself, becomes ill, or is injured at school and I cannot be contacted, the school authorities have my permission to contact and release my child to the custody of one of the following:

3. _____
(Name) (Relationship) (Primary Phone) (Secondary Phone)

4. _____
(Name) (Relationship) (Primary Phone) (Secondary Phone)

My child has health insurance: Yes No If Yes, list:

Member #: _____ Health Care Provider Phone: _____

NO MEDICAL CONDITION OR My child receives regular care for the following medical condition(s):

Allergies/Allergic to: _____ Date of last reaction: _____ Requires Epinephrine

Does your child have any other major health issue(s)? Please list: _____

Is your child taking medication(s)? Please list medication(s) and times taken: _____

If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for the school to take appropriate action for the safety and welfare of my child.

(Parent/Guardian Signature Required)

(Date Completed/Updated)
(Date: MM/DD/YYYY)



Merryhill Preparatory School

ALLERGY CARD

(This card needs to be completed every school year and MUST be submitted by the first day of school)

Student's Name: _____
(Last) (First) (Middle Initial)

Grade: _____ Age: _____ Birthdate: _____
(Date: MM/DD/YYYY)

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Employer: _____ Employer: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Mobile Phone: _____ Mobile Phone: _____

ALLERGIES

Allergies/Allergic to: _____

ALLERGY PRECAUTIONS

The allergy can be prevented by: _____

Peanut Allergies: _____ My child can be in a building with peanut products. The school does not have to be peanut free.

_____ My child cannot be near any peanut products. The school must be peanut free.

ALLERGY REACTIONS

Reaction symptoms: _____

Date of last reaction: _____ Requires Epinephrine
(Date: MM/DD/YYYY)

ALLERGY REACTION RESPONSES

Please do the following if an allergic reactions occurs: _____

I give my consent for the school to follow the procedures outlined above. If my child needs to be taken to an emergency facility, he/she will be taken to the nearest one. I give my consent for the school to take appropriate action for the safety and welfare of my child.

(Parent/Guardian Signature Required)

(Date Completed/Updated)

FBUX AA #88 #MMML

IDENTIFICATION AND EMERGENCY INFORMATION
CHILD CARE CENTERS/FAMILY CHILD CARE HOMES
To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ()					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR _____

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
---	------

TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)

_____. This Child Care Center/School provides a program which extends from _____ : _____
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to _____ a.m./p.m. , _____ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

(TODAY'S DATE)

PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: _____ Allergies: medicine: _____

Vision: _____ Insect stings: _____

Developmental: _____ Food: _____

Language/Speech: _____ Asthma: _____

Dental: _____

Other (Include behavioral concerns): _____

Comments/Explanations: _____

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: _____

IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DaP/DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
____ Communicable TB disease not present.

I have have not reviewed the above information with the parent/guardian.

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

Physician Physician's Assistant Nurse Practitioner

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME	DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME	DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?	
IS THIS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

DEVELOPMENTAL HISTORY (*For infants and preschool-age children only)

WALKED AT*	BEGAN TALKING AT*	TOILET TRAINING STARTED AT*
MONTHS	MONTHS	MONTHS

PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
--	------------------------	---

DAILY ROUTINES (*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS?
	LUNCH	BREAKFAST _____
	DINNER	LUNCH _____
		DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
--------------------	----------------------

IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE?*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

WORD USED FOR "BOWEL MOVEMENT"*	WORD USED FOR URINATION*
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PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE	DATE
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CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Department of Social Services Community Care Licensing

Licensing Office Address: 2525 Natomas Park Drive, Suite 250 Sacramento 95833

Licensing Office Telephone #: (916) 263-5744

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Department of Social Services Community Care Licensing

ADDRESS

2525 Natomas Park Drive, Suite 250

CITY

Sacramento

ZIP CODE

95833

AREA CODE/TELEPHONE NUMBER

(916) 263-5744

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ <small>DATE</small>	_____ <small>PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE</small>
_____ <small>HOME ADDRESS</small>	
_____ <small>HOME PHONE</small> ()	_____ <small>WORK PHONE</small> ()



Admission Agreement Amendment

Inspection Authority by Community Care Licensing:

The department of licensing agency shall have the authority to interview clients, including children or staff and to inspect and audit client or facility records without prior consent. The department or licensing agency shall have the authority to observe the physical condition of the client, including conditions which would indicate abuse, neglect, or inappropriate placement, and to have licensed medical professional physician examine the client.

Complaint Procedure:

Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write:

Community Care Licensing
2525 Natomas Park Drive Suite 250
Sacramento, CA 95833
(916) 263-5744

(Signature of Parent)

(Date: 'A A #88 #MMM)

(Signature of Director)

(Date: 'A A #88 #MMM)



Biting Policy

Though biting is considered, for some children, to be a means of communication, we work diligently to prevent such occurrences at our schools. Due to the potential severity of injuries, Merryhill Schools believes that it is necessary to implement the following biting policy.

- The parents of both the child who bit and the child who was bitten will be contacted.
- If a child begins to display a repetitive pattern of biting, a parent conference will be held to discuss appropriate consequences.
- If a child bites excessively or aggressively, with/without provocations, he/she will be asked to leave school for the remainder of the day or will be asked to take a period of time off away from school at the discretion of the Principal.
- Re-enrollment in Merryhill Schools will be considered only after the behavior has been altered, and at the discretion of the Principal.

Biting Policy Acknowledgment

Please sign and return to the office acknowledging that you have read and agree to the terms in our biting policy.

I, _____, have read and understand the Merryhill School's Biting Policy.

(Parent's Signature)

Merryhill School Roseville, 1115 Orlando Ave. Roseville, CA 95661
(School Location)

(Child's Name)

(Date: AA ## #MM)



Toilet Training Policy

It is the policy that all children enrolled in Jr. Kindergarten (Pre-K) be thoroughly toilet trained.

This means that children have both full bladder and full bowel control, are able to communicate to a teacher when they need to use the toilet and are not using diapers or pull-ups. We are not equipped to and will not change diapers or pull-ups. We encourage independence first. We will gladly assist children with proper hygiene, i.e. wiping, washing, and fastening should they need help.

Girls and boys should have some experience using a public toilet. Children are allowed to use the toilet any time they need to during the day, but they must be able to communicate their needs to the teacher.

It is understood that young children will have accidents; this is why we ask every child to have a change of clothing in their backpack. However, if it becomes obvious that a child is not completely toilet trained, we will require that parents keep their child at home until toilet training is complete. We will gladly hold the child's spot as long as tuition continues to be paid.

In the event that a child has 2 or more accidents during a week's time span, it is at the discretion of administrative staff to determine if the child is able to continue attending our Jr. Kindergarten (Pre-K) program.

Toilet Training Policy Acknowledgment

Please sign and return to the office acknowledging that you have read and agree to the terms in our Toilet Training Policy.

I, _____, have read and understand the Merryhill School's Toilet Training Policy.

(Parent's Signature)

Merryhill School Roseville, 1115 Orlando Ave. Roseville, CA 95661
(School Location)

(Child's Name)

(Date: AA ## #MM)

Name of Parent (Please Print)

Signature of Parent

(Date: AA ## #MM)

CALIFORNIA SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent record (cumulative folder) as defined in Section 490168 of the Education Code and shall transfer with that record. Local health departments shall have access to this record in schools, child care facilities, and family day care homes.

This record must be completed by school and child care personnel from an immunization record provided by parent or guardian. See reverse side for instructions.

Student Name _____ Sex: M F Birthdate _____ Place of Birth _____

Name of Parent or Guardian _____ Address _____

Telephone _____ Daytime _____ Nighttime _____ City _____ ZIP _____

Race/Ethnicity:
 White, not Hispanic
 Hispanic
 Black
 Other:

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV or IPV)					Booster
DTP/DTaP/DT/Td (Diphtheria, tetanus and [acellular] pertussis OR tetanus and diphtheria only)					
MMR (Measles, mumps, and rubella)					
HIB (Required only for child care and preschool)					
HEPATITIS B					
VARICELLA (Chickenpox)					
HEPATITIS A (Not required)					

TB SKIN TESTS	Type*	Date given	Date read	mm	indur	Impression	CHEST X-RAY (Necessary if skin test positive)
	<input type="checkbox"/> PPD-Mantoux <input type="checkbox"/> Other					<input type="checkbox"/> Pos <input type="checkbox"/> Neg	Film date: _____ Impression: <input type="checkbox"/> normal <input type="checkbox"/> abnormal Person is free of communicable tuberculosis: <input type="checkbox"/> yes <input type="checkbox"/> no
	<input type="checkbox"/> PPD-Mantoux <input type="checkbox"/> Other					<input type="checkbox"/> Pos <input type="checkbox"/> Neg	

*If required for school entry, must be Mantoux unless exemption granted by local health department.

I. DOCUMENTATION
 I certify that I reviewed a record of this child's immunizations and transcribed it accurately:
 Date _____
 Staff Signature _____

Record Presented was:
 Yellow California Immunization Record
 Out-of-state school record
 Other immunization record
 Specify: _____

II. STATUS OF REQUIREMENTS
 A. All Requirements are met.
 Date _____
 B. Currently up-to-date, but more doses are due later. Needs follow-up.
 Exemption was granted for:
 C. Medical Reasons—Permanent
 D. Medical Reasons—Temporary
 E. Personal Beliefs

III. 7th GRADE ENTRY
 A. All Requirements are met.
 B. Currently up-to-date, but more doses are due later. Needs follow-up.
 Name _____ Date _____
 Name _____ Date _____



INSTRUCTIONS FOR SCHOOL OR CHILD CARE STAFF

1. Complete child's name and address information section, or ask parent or guardian to complete this section only. (This form is not to be sent home or given to parents to complete.)
2. School or child care personnel then fill in date (month/day/year) of each immunization the student has received from the Immunization Record presented by the parent or guardian. (If the date consists only of month and year for some doses, fill in month/xx/year; however, if either measles, rubella or mumps (or MMR) was received in the month of the first birthday, month/day/year is required.)
3. Determine if immunization requirements have been met, using the California "Immunization Requirements for Grades K-12," or "Immunization Requirements for Child Care," (available from Immunization Coordinators in local health departments), or other requirements guide.
4. Complete the Documentation and Status of Requirements box.
 - A. Fill in date and your signature as the staff member who reviewed and transcribed the immunization record presented by the parent or guardian. Check which type of record was presented.
 - B. If the child has met all immunization requirements, check box A and write in date.
 - C. If the child has not met all requirements, check box B. Child can be admitted only if up-to-date, e.g., no immunizations due currently. The child must be followed up as indicated in the "Guide to Immunization Requirements."
 - D. If a child is to be exempted for medical reasons, a doctor's written statement is required; the statement must include which immunization(s) is to be exempted and the specific nature and probable duration of the medical condition. If the medical exemption is permanent, the requirement for the designated immunization(s) is met: check box A and box C.* If the medical exemption is temporary, check box B and box D; this child must be followed up.*
 - E. If a child is to be exempted for reasons of personal beliefs, the parent or guardian must present documentation consistent with Health and Safety Code Section 120365, including documentation of all other required immunizations the child has received. All requirements are met; check box A and box E.*

Applicable only in those jurisdictions where the Tuberculosis Assessment is required for school entry

Personal Beliefs Affidavit to be Signed by Parent or Guardian—Tuberculosis

I hereby request exemption of the child named on the front from the tuberculosis assessment requirement for school/child care center entry because this procedure(s) is contrary to my beliefs. I understand that should there be cause to believe that my child is infected with active tuberculosis or should there be a tuberculosis outbreak, my child may be temporarily excluded from school.

Creencias Personales: Declaración Jurada Debe ser Firmada por el Padre o la Madre o el Guardián

Solicito por la presente la dispensa de mi hijo, nombrado en el reverso, de los requisitos para la evaluación de la tuberculosis (tisis) de la entrada a la escuela ya que esta evaluación es opuesta a mis creencias. Comprendo que si hay razón para sospechar que mi hijo sufra de la tuberculosis activa o si hay un brote de la tuberculosis, mi hijo puede ser excluido de la escuela.

Signature (Firma) _____ Date (Fecha) _____

* Names of all children who are exempt should be maintained on an exempt roster for immediate identification in case of disease outbreak in the community.