



MERRYHILL SCHOOL

LAS VEGAS

PARENT/STUDENT HANDBOOK

2021-2022

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Welcome to Merryhill School

Merryhill School's mission is to support the development of students with active and creative minds, a sense of understanding of the world around them, and a passion for life-long learning and service. We stress the total development of each child - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports individual differences and learning styles through developmentally appropriate practices, academically challenging curriculum, and the integration of technology.

We believe that learning and achievement go hand in hand, whether inside or outside the classroom, so we have built programs that meet the highest academic and extracurricular standards. By providing an environment that challenges and nurtures each child's development, our students are able to discover their strengths and respect each other's differences through social awareness. They learn to work together, making the most of everyone's talents.

Our pursuit of excellence as a school depends on each student's desire to pursue his or her talents and academics, athletics, the arts (fine and performing), leadership and service/citizenship. Likewise, we must do our part as a school community to provide the most opportunities possible for each child's growth. As educators, we believe this is best accomplished when an administration with vision, a committed faculty, supportive parents, and focused students work together.

Admissions Policy

Merryhill does not discriminate on the basis of national or ethnic origin, gender, race, color, mental or physical disability, or religion in the administration of its educational programs and admissions policies. The offering of all programs is subject to sufficient enrollment and classroom space. Merryhill may request personal interviews with applicants and parents and/or require a pre-enrollment assessment to determine an applicant's grade level readiness. A non-refundable assessment fee is due prior to or at the time of the assessment for new kindergarten through 6th grade students. New elementary students, except students entering kindergarten for the first time, will be requested to submit a school recommendation form from their current school. Siblings who meet all admissions qualifications are given priority consideration.

Upon receipt of a completed application and a non-refundable application fee as noted on the application, Merryhill will make an admissions decision subject to space availability and the additional criteria outlined above. If an applicant is approved for enrollment, Merryhill will provide an enrollment contract to the applicant's parents. The enrollment contract must be re-submitted to Merryhill and payment made for the designated fee(s) in the stipulated time frame in order to guarantee enrollment.

Merryhill Tuition and Fee Policies

Merryhill requires the payment of a one-time non-refundable application fee with each application and a non-refundable registration/assessment fee, due prior to or at the time of assessment, for each new kindergarten through 6th grade applicant.

Please refer to your child's enrollment or re-enrollment contract for tuition, applicable fees, payment plan options, third party tuition management services, and policies related to his/her enrollment at Merryhill.

What Do You Need to Do Before School Begins?

1. Sign and submit the Merryhill enrollment contract and additional required paper work and pay the non-refundable tuition deposit and any required fee(s) as stipulated.
2. Choose a payment method and input payment information into Alma (if required).
3. The following forms must be on file:
 - a. Family Emergency Information
 - b. Consent for Medical Treatment
 - c. Health Examination for School Entry (Waiver of Exam Form is not acceptable) and Student Immunization Record
 - d. TB Risk Assessment Form, if required by the County
4. As part of a child's school health exam, the child's physician is to perform a TB risk assessment and, if indicated, a TB test. This information should be on the appropriate school Physician's Form or Report of Health Exam. If a TB test is given, then the date given, the date read, and the results are required. In some counties, a separate risk assessment form may be required depending on the grade level of the child.
5. Students must adhere to the Nevada State Immunization requirements at all grade levels and will not be able to attend should immunizations not be up-to date as per those regulations.
6. Elementary and middle school students should provide their own backpack or rolling backpack; however, please note that rolling Zuca or Zuca-like backpacks or rolling suitcases will not be allowed.
7. Elementary students should bring an "emergency kit" on the first day of school in case of an emergency. The "emergency kits" will remain in the classrooms during the school year and will be returned to the students on the final day of school. The following items should be placed in a freezer-size Ziploc bag and the bag labeled with the student's name:
 - a. one small bottled water
 - b. one small juice box (single serving)
 - c. one protein bar (high energy food) that is nut free
 - d. one family photo
 - e. one 5" x 7" card with name of parents, address, home phone number, work phone number, cell phone number, and email address
 - f. small flashlight with new batteries

Parental Visitation

Parents and other family members are always encouraged and welcome to visit anytime at Merryhill. For the first two weeks of school, students are adjusting to their new surroundings. During this time we ask visitors to be cognizant of this transition period should they visit.

When visiting, please be respectful of the learning environment and do not disturb the students or teachers. Prior to each visit, we require all visitors to sign in at the school office and obtain a visitor's sticker to be worn while visiting. Visitors must sign out at the conclusion of each visit.

As a safety precaution, the Merryhill playgrounds and field areas are closed for outside visitation during normal school hours. We thank you for your cooperation.

**DUE TO COVID-19 PRECAUTIONS:
NO PARENTAL VISITATION IS PERMITTED AT THIS TIME**

Communication to Parents

In our efforts to enhance communication to parents, we will post the school calendar, newsletters, memos, etc. on our school website. See the "Campus Specific Information" page in the Appendix of this document for campus website.

Parent communications and updates are sent via email, so please ensure that the campus has your most current email address on file. Our goal is to keep parents up-to-date on important school news and events using a variety of electronic means.

In the event of an adverse or emergency situation affecting a Merryhill School campus, communication may be sent to parents using an automated emergency notification system. This communication will be sent to primary email addresses the parents/guardians have provided to Merryhill, so it is essential that these are current. Should a parent/guardian need to update their child's demographic information (address, phone, email) they may use the Alma link on our school website.

Unusual Circumstances

In the event that school is closed due to circumstances beyond Merryhill's control (e.g., earthquake, storm, fire, power outage, etc.), Merryhill may schedule make up time at its discretion.

Guiding Principles and Standards of Good Practice

Merryhill School supports a safe and positive learning environment for everyone. These guiding principles and standards have been established to define and maintain expectations and standards of behavior for students and parents/guardians.

Guiding Principles

Merryhill School is a place that promotes responsibility, respect, civility, academic excellence, and a safe learning environment.

All students, parents, teachers, and staff have the right to a safe and disciplined school community. With this right, comes the responsibility and accountability to promote a respectful school environment for all.

- All members of the school community are treated with respect and dignity.
- Merryhill School will present its philosophy, program, and practices to parents prior to enrollment.
- Merryhill School will seek and value the parents' perspective.
- Merryhill School will communicate with parents through conferences, progress reports, school calendars, and school newsletters.
- Teachers, administrators, and other staff members are accessible to parents and will model candid and open communication.
- Merryhill School will encourage parental involvement to support the learning environment.
- Members of the school community are expected to respect the rights of others and accept responsibility for their actions.
- All members of the school community are expected to use nonviolent and non-threatening means to resolve conflicts.
- Insults, disrespect, petitions, inappropriate chat rooms, and other hurtful acts disrupt the learning and teaching in a school community.
- All members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a civil and respectful manner.
- All members of the school community will follow the guiding principles and standard practices.

To ensure excellence and accountability for the overall school community, the above guiding principles and practices are the expectation.

Parent Responsibilities and Expectations

Merryhill School recognizes that effective parent partnerships are essential in building a collaborative and shared school community. As such, we recognize the importance of a shared commitment, open lines of communication, mutual respect, and a common vision. It is a joint responsibility and can build a rewarding home and school connection. It is the parent's responsibility to:

- Ensure their children attend school regularly and on time.
- To know and support the school's guiding principles and standards of good practice.
- To behave consistently according to our guiding principles and standards of good practice.
- Help their children understand the school rules, and insist that their children adhere to the Merryhill Student Code of Conduct.
- Convey to their children a positive and supportive attitude toward education and the school.
- Build a good rapport with teachers, staff, students, and other parents by using non-aggressive behavior to resolve conflict.
- Treat one another with dignity and respect at all times, especially when there is a disagreement.
- Respect differences in people, their ideas, and opinions.
- Cooperate with the school to develop a positive school community, refraining from the use of vulgar language, inappropriate use of email and chat rooms, petitions, and other types of negative behavior.
- Inform the school of changes in the home situation that may affect student conduct or performance.
- Arrange and sustain a consistent homework routine.
- Work with the school to correct student misbehavior.
- Participate in their children's education and school events.

Protocol for Expressing Parental Concerns:

- Make an appointment to see the teacher and discuss the matter. We are committed to the process of communication being safe and respectful, without retaliation.
- If after discussing the matter with the teacher, the parent is not satisfied, please make an appointment to see the campus leader about the matter.
- The campus leader will discuss the matter with the teacher and, if necessary, a meeting with all parties will be arranged. As campus leaders are the key decision makers for their campus, we strongly encourage parents and campus leaders to work closely to resolve any concerns.
- If the matter is still not resolved, and a mutual consensus cannot be reached, it may be in the best interest of all parties to end the relationship.
- All communication is expected to be direct, candid, timely, and respectful.

Parent Partnership and Volunteering

Building a strong and supportive partnership between home and school is the hallmark of a Merryhill education. Merryhill has always believed this relationship is an essential contributing factor to the positive development and overall success of its students. Merryhill provides many opportunities and welcomes parents to become actively involved in any chosen area(s) of interest. These may include:

- Planning and organizing class and school-wide events
- Classroom presentations and demonstrations (special talents, cultures, occupations (science, math, engineering, medical, community service, education, etc.)
- Participation in the school-wide parent committee
- Planning, organizing, and managing our annual book fairs
- Making costumes and props for winter/spring programs or the middle school play
- Serving as chaperones on field trips
- Volunteering for lunch and rainy day supervision
- Help advertise and support student council events and community outreach programs
- School beautification projects
- Promote and support the campus leaders and parent gatherings
- Managing the uniform exchange
- School sponsored family events

Merryhill appreciates the willingness of parents to be involved members of our school community and values its parent volunteers. Our Volunteer Handbook contains important information and guidelines for our volunteers and is available from the campus leader.

DUE TO COVID-19 PRECAUTIONS:

NO ONSITE PARTNERSHIP AND VOLUNTEERING IS PERMITTED AT THIS TIME

Family Involvement and Special Events

Parents are invited to attend special events throughout the year, such as holiday parties, multicultural weeks, school picnics, winter and spring programs, and other social events. Please review the school calendar/school newsletters to remind you of these fun events.

Birthday celebrations are welcome. If your child has a birthday that falls on a weekend or holiday, we can celebrate it on the closest school day before or after the actual birthday. Please make special arrangements with your child's teacher regarding scheduling a birthday celebration and providing nutritious, store-bought snacks/treats.

Parents are encouraged to participate in the Merryhill Parent Teacher Association at each of our campuses. This is a great way for families to meet and have fun! The committees will host special events throughout the year, welcome new families, support school activities (e.g., book fairs, family picnics, teacher appreciation week, etc.) and build a stronger Merryhill School community. The committees are not permitted to sell or offer for sale any items.

**DUE TO COVID-19 PRECAUTIONS:
NO SPECIAL EVENTS OR ONSITE FAMILY INVOLVEMENT IS PERMITTED AT THIS TIME
NO FOOD IS PERMITTED ONSITE UNLESS IT IS STORE BOUGHT IN INDIVIDUALLY WRAPPED
SERVINGS BY THE MANUFACTURER.**

Guidelines for Gifts of Appreciation to Staff

It is important that both parents and staff model for their children, our students, that showing appreciation comes from the heart and reflects our school's philosophy and values. We wish to create a comfortable situation for students, parents, and staff by trying to keep things as simple as possible and employing the "less is really more" philosophy when it comes to staff appreciation. Gift giving is about thoughtful appreciation rather than monetary value. The gifts most cherished by those caring for children are those that the children create.

At times, parents may desire to give one class group gift. In these cases, please remember that the participation by each student's family is purely optional and a nominal dollar amount per student should be employed. In no case should anyone feel pressure or any awkwardness in their desire to participate or not to participate in a group gift.

We thank all parents in advance for their thoughtfulness in appreciating those who care for their children and for following these guidelines.

Arrival and Departure Procedures

To maintain safety and security, it is imperative that all parents follow Merryhill's arrival and departure procedures as discussed at the Parent Orientation. Students will only be released to parents and other authorized individuals listed on the emergency information form. Students will not be released to a parent or any other authorized person who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up.

Elementary students are not required to be signed in and out of their classrooms upon their arrival and departure, unless they are participating in extended day. Extended day students are to be signed in and out in the designated extended day classroom with a complete legible signature (no initials). Middle school students are not required to be signed in and out of their classrooms upon their arrival and departure. Those middle school students who participate in school sponsored after school activities are required to be signed out and those students who ride the school sponsored shuttle bus are required to be signed on and off.

Late pick up charges are \$1.00 per minute for every minute beyond the scheduled departure times. Payment will be billed as indicated on the late pick up slip. Elementary and middle school students arriving late to class will need a tardy pass from the office. Please make every effort to have your child arrive on time. If you need to pick up your child early, please go to the office to sign your child out.

Please obey the posted speed limits and use caution at all times, as many of our campuses are located in residential areas. It is extremely important that all parents follow our arrival and departure procedures to ensure the safety of all. Please be patient, especially during the first two weeks of school. Please notify the office of any changes in authorizations or emergency information.

Student Behavior Policy

Children find security and direction where there is consistent guidance and routine. It is the teacher's role to assist the child in conducting his/her behavior in a positive manner. The teacher is a "classroom manager," facilitating, observing, and correcting behavior.

Our goal is to teach students to exhibit self-control, while managing his or her emotions and anger by providing the lifelong skills needed to think about actions prior to acting on them. This will serve our students well, as they grow and are faced with other difficult situations, in and out of school.

Our innovative approach can only be accomplished by a consistent, firm, and loving approach. We use the following methods to educate children in this area:

- Redirect behavior and teach conflict resolution skills.
- Teach children the classroom rules.
- Encourage children to 'talk out' their problems and discover a solution.
- Use positive phrases to redirect behavior.
- If negative behavior continues, 'stop and think time' will be used to gain the child's self-control. Children will be asked why they are on 'stop and think time' and how he/she can correct his or her behavior.
- Continued negative behavior will require a parent conference.
- If a child's behavior does not improve, the child may be placed on detention, suspension, probationary enrollment, or expulsion.
- No corporal punishment, including but not limited to spanking, hitting, slapping, tapping, and pulling on any part of the body, will be used.

Field Trips

Elementary and Middle school students will be permitted to participate in field trips if the parent gives written authorization. Merryhill School will contract with a service to supply transportation for these student field trips.

**DUE TO COVID-19 PRECAUTIONS:
NO FIELD TRIPS ARE SCHEDULED FOR THE SCHOOL YEAR AT THIS TIME.**

Attendance

Regular attendance and punctual daily arrival is the key to academic success, and is ultimately the responsibility of the parents. Every attempt must be made to schedule appointments during school holidays. Absences and tardies are recorded daily, and become part of a student's school record. Elementary and middle school late arrivals must report to the office to obtain a tardy pass before proceeding to the classroom. A student will have one day for each absent day to submit missed assignments.

At Merryhill School, we recognize the need for students to maintain optimum attendance in order to gain maximum benefit of class instruction time. Students benefit immensely from hands-on learning through daily teacher and student interactions, by participating in engaging and interesting discussions, and from opportunities presented in class to ask and answer questions. These experiences significantly contribute to a deeper understanding of important concepts. We, therefore, strongly encourage parents to plan vacations during school holidays, as excessive absences cause students to miss these valuable experiences, which could adversely affect their overall performance at school. Although students may be able to make up written work, there is no substitute for the high quality, conceptual instruction that our teachers offer in the classroom.

Homework Policy

At Merryhill, we believe that homework is an essential part of the educational process. Homework focuses on meaningful applications of the lessons learned in class and fosters individual responsibility. We believe in PDF, Playtime, Down Time and Family Time, as coined by Dr. Denise Pope. We recognize that children need time to participate in non-academic activities as part of their healthy growth and development. For this reason, Merryhill focuses primarily on language arts and mathematics in the assignment of homework with less emphasis on other subjects. The goal is to make sure that Merryhill students can read, write, and do math as well as anyone; however, also have time to play soccer and practice the piano. We want excellent students and well-rounded children.

Homework Time by Grade Level

Kindergarten and First Grade	20 - 30 minutes
Second and Third Grade	35 - 45 minutes
Fourth and Fifth Grade	50 - 60 minutes
Sixth through Eighth Grade	75 - 90 minutes

If you find your child consistently takes longer than the average times posted above, we encourage you to meet with the classroom teacher and the campus leader, if needed, to discuss homework strategies to assist your child.

Progress Reports

Elementary and middle school students will receive quarterly progress reports via ALMA. Parent/Teacher conferences for all students will be held in November and March. During parent-teacher conferences, students will not be in school (please refer to the Merryhill School Calendar). Additional conferences with teachers and/or the campus leader are available upon request. Please do not request a conference during the first two weeks of school as it is too difficult to properly assess your child's work. Children may take two weeks or more to adjust to the new environment.

Technology Equipment, Textbooks and Curriculum Materials

Students are responsible for the care of all technology equipment, textbooks, library books, and curriculum materials. Books used in middle school must be covered at all times. If lost or damaged, parents are required to reimburse the school for replacement of technology equipment, books and/or curriculum materials.

Library Services

Elementary and Middle School Service:

- Checkout period is for approximately 20 days.
- All books are to be returned to the return drop box. Please do not have students bring their books to the library to turn them in.
- If a student does not return his/her library book, they may borrow another book while on campus. Students will not be permitted to check out another library book until the late book is returned.
- If a book is lost, the student's parent must replace the book. Purchase of the book will clear the student's library record.

DUE TO COVID-19 PRECAUTIONS:

LIBRARY BOOKS WILL BE DISINFECTED THOROUGHLY BEFORE RESHELVED

Health Information

Merryhill will notify parents when students have been exposed to a communicable disease within the school. It is also important that parents notify the school office of any contagious illnesses or conditions, such as:

- Chicken pox
- Rubella
- Mumps
- Strep throat
- Measles
- Head lice
- Fifth disease
- Whooping cough
- Pink eye

If a child becomes ill at school, the child will be isolated from other students, and a call will be placed to the child's parent. Merryhill will contact the parent first, and if they are not available, a call will be placed to other emergency contacts as listed on the child's emergency form. Students are not permitted to re-enter school until they are **symptom free for 24 hours**.

Staff will check students daily. If the following symptoms are exhibited, the parent will be notified to pick up the child. Please make every effort to pick up your child within thirty minutes of notification.

- Green discharge from the eyes or nose
- Watery, inflamed eyes
- Crusty eyelids
- Deep cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unusual irritability
- Rash or other open sores
- Flushed appearance, clamminess
- Fever

If your child is not well enough to participate in class activities, he/she should not be at school.

Merryhill teachers and staff are only permitted to dispense medications/products (prescription and/or over-the-counter) to students with completed forms. A fully completed Prescription Over-the-Counter Consent and Instruction Record; a fully completed Physician's Official Statement or Food Allergy Action Plan (action plan required if the medication is for a food allergy); and a fully completed Nebulizer Care Consent and Inhaler/Nebulizer Physician's Instructions. New forms

must be completed and submitted at the beginning of each school year. The Physician's Official Statement must include all information as noted on the Merryhill Student Medication Guidelines for Parents.

Medications/over-the-counter products will be maintained in the school office, unless requested otherwise in writing by the physician, and they must be in the original container bearing the student's name. Merryhill staff will do their best to administer medications/products as close as possible, to the time frames noted in the physician's instructions. Merryhill is not responsible for missed dosages or dosages not administered within the specified time frame. Parents are welcome to come to the school and administer any needed medications/over-the-counter products to their child in the school office to ensure dosages are given at required times. Students are at no time permitted to have any form of medication/over-the-counter product in their possession, including but not limited to, vitamins, cough drops, lotion and sunscreen.

In the case of a medical or dental emergency, depending on the severity, an ambulance may be called at the expense of the parent.

Please notify the school office of any changes to your child's emergency information, and make sure your contact numbers are current and operable.

**DUE TO COVID-19 PRECAUTIONS:
OUR HEALTH POLICIES MAY BE STRICTER THAN LISTED ABOVE TO PREVENT POTENTIAL
EXPOSURE.**

Merryhill School Uniform and Dress Code

Our mission at Merryhill is to provide a secure, safe, and supportive learning environment for our students. The school uniform and dress code policy supports the classroom learning environment so all students have the opportunity to learn, grow and discover their sense of self during their years at Merryhill. Being well-groomed and appropriately attired for school, and all school related activities, is an important step in helping nurture students' confidence in themselves, their academic pursuits and personal achievements as part of our Merryhill community and beyond.

Elementary and Middle School

Elementary and middle school students (kindergarten through eighth grade) are required to wear the Merryhill School uniform as described below, with the exception of Spirit Days and occasional free dress days. It is mandatory that students attend school each day neatly dressed and wearing a properly fitting uniform that is clean and free from stains. Students are not permitted to alter their uniform (e.g., shortening a skirt with rolling at the waistband, letting pants sag, etc. or otherwise altering the general intended look of the uniform). Clothing must be modest and in good taste at all times. The uniform code will be strictly enforced. If a student is out of dress code, a uniform compliance notice will be sent home for the parent's signature and must be returned the next day. After three violations, disciplinary action may be taken. **Please label all sweaters, jackets, as well as P.E. uniforms for all students.**

Campus Club Uniform is our authorized vendor for uniforms and spirit wear. Please refer to the Campus Club Uniform website for required and optional uniform and spirit wear items (www.campusclubuniforms.com). Some uniform items are grade level specific, so please review their website carefully. Please also note the following:

- Items noted as REQUIRED; these may be worn at any time and must be purchased through Campus Club Uniform. These items are required to be worn for special events/assemblies and the campus leader will advise parents of the dress code requirements for these events.
- Items noted as OPTIONAL; you may piece together any of the optional items for a look for your choice. With the exception of shoes and accessories, all optional items must be purchased through Campus Club Uniform.
- Items noted as ACCESSORIES: These items are not required to be purchased through Campus Club
- .All shirts and polo's must have the Merryhill logo.
- Shorts are allowed year-round; however, the recommended wear is during warm weather only.
- If the need should arise, students may wear a sweater, sweatshirt, or coat with a Merryhill logo in the classroom.

Elementary students must also adhere daily to the following standards:

- Crew length socks, anklets, sports socks, knee-highs, cotton/lycra tights (all in solid navy, black or white) or dark navy leggings worn with anklets are acceptable to wear. No footless tights are allowed.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots and plastic soled shoes are to be avoided.
- Brown belts must be worn for students in first grade and above with all pants and shorts that have belt loops.
- Hairstyles with extreme cuts (i.e., mullets, fauxhawks, Mohawks, etc.), styles, or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Makeup and bright nail polish are not suitable for elementary students.
- No dangling earrings, body piercing, or tattoos
- Bangle bracelets should not be worn.

Middle school students must also adhere daily to the following standards:

- Skirts/skorts must be no more than 2 inches above the knee.
- Alterations to the uniform are unacceptable; i.e., shortening skirts, rolling, or other types of alterations.
- Clothing must fit, which means no sagging, no shortening of length, or too tight.
- All students must wear a brown belt with pants.
- All shirts must be tucked in.
- All students must wear their Merryhill P.E. uniforms for each P.E. class. Refer to the Campus Club Uniform website for information on required P.E. uniform items. The school logo is required on P.E. uniform wear.
- All outerwear must be hung on hooks upon entering a classroom.
- Designated and acceptable sweatshirts may be purchased from Campus Club Uniform. The school logo is required. Other sweatshirts are not appropriate.
- Sensible, safe, and comfortable closed-toe shoes for school and P.E. activities are required. UGG-type boots and plastic soled shoes are to be avoided.
- Students' faces must be clean-shaven.
- Hairstyles with extreme cuts, styles or unnatural colors are not permitted. Hair must not extend into the eyes in a way that obstructs learning.
- Socks must be navy, black or white. Sports socks are acceptable. No bright stripes or patterns. Dark navy leggings may be worn with anklets. Please note that these leggings must be purchased from Campus Club Uniform only. No footless tights are allowed.
- No bright or dark nail polish or extreme make-up.
- No dangling earrings, body piercing, or tattoos.
- Jewelry that inhibits P.E. participation is not to be worn.
- Baseball caps, visors, and hats must be worn outside only. When caps and hats are worn, the bill of the cap must be facing forward. Bandanas and knit caps are not permitted.

- All outerwear must be free from inappropriate slogans or pictures.
- Dirty, torn and ill-fitting uniforms must be replaced.
- Bangle bracelets should not be worn.

Free Dress Code for Students:

- Plain colored shirts without graphics, logos, and lettering are standard dress.
- Clothing cannot promote or advertise rock groups, alcohol, tobacco products, violence, foul language, or other offensive symbols.
- Skirts and dresses must not be higher than 2" above the knee –no exceptions!
- Backless attire and/or off the shoulder, halter, spaghetti straps, or low cut necklines are not permitted.
- Tight form-fitting shirts and pants will not be allowed.
- Shirts must be long enough to cover the stomach and back when arms are extended above the head. Absolutely no midriffs, sheer, or see-through clothing permitted.
- Low-rise pants are not permitted.
- No camouflage clothing permitted.
- Undergarments may not show

Consequences for Dress Code Violations for Middle School Students:

- 1st offense: Change clothing.
- 2nd offense: Change clothing and detention.
- 3rd offense: Change clothing and possible suspension.
- During special functions such as a school dance, the student will be asked to go home and change.

Merryhill Spirit Days for Elementary and Middle School Students:

To show our school spirit, we have designated certain school days as official Merryhill Spirit Days (refer to school calendar). On these designated days, elementary and middle school students may wear their school uniform, or their Merryhill shirt or polo (Merryhill logo required) with jeans or khakis.

Miscellaneous

1. Students may either bring lunch or purchase a lunch from our school kitchen (school provided lunch is not available at all campuses). If your child has food restrictions or allergies, please note it on the appropriate forms and notify the school office and the child's teacher. Due to severe allergies by a portion of our student and staff populations, some Merryhill campuses are nut and/or seafood free. Other campuses have nut sensitive policies. Review the Campus Specific Information sheet at the end of this handbook. Thank you for adhering to the policy for the safety of all students and staff.

2. Merryhill offers an extended day program at specific elementary campus locations that enables students to arrive as early as 7:00 a.m. and depart as late as 6:00 p.m. Additional fees apply.

DUE TO COVID-19 PRECAUTIONS, HOURS MAY BE RESTRICTED.

3. Students are expected to adhere to Merryhill's comporment code during the various school sponsored after school activities, extended day and extracurricular club activities.

4. Students are not permitted to bring to school electronic devices, such as but not limited to, iPods, video games, MP3 players, or CD players. All types of trading cards should remain at home.

5. Elementary students are not permitted to bring cell phones to school. Middle school students may bring cell phones to school; however, they must remain off during the school day and must be kept in student lockers. They may be used after school for emergency purposes only.

6. Merryhill offers camp at specific locations during certain school break periods. Additional fees apply. Contact your campus leadership for details.

7. Merryhill does not provide transportation from your home. Some campuses do provide transportation between schools. Contact your campus leadership for details.

8. Information on extracurricular clubs is available on our school website and/or in the office. Parent's who wish to have their children participating in extracurricular clubs, agree to pay the required club fees.

9. Merryhill School, at its sole discretion, may provide information to third party vendors, such as but not limited to, school yearbook companies, school photography companies, and third party tuition management services, regarding the names of students and parents, students' classroom numbers, teachers' names, and email and/or demographic information for purposes of setting up accounts for viewing items for purchase by parents or the set-up and maintenance of account information.

10. Merryhill School uses no outside consultants or community resources, but reserves the right do to so based on the individual needs of the students.

Confidentiality/Sole Ownership of Curriculum Language

We hereby acknowledge that the curriculum and related materials supplied to students at Merryhill Schools are considered and/or contain intellectual property and are, and remain, the sole and exclusive property of Merryhill. We also acknowledge that in some instances, certain information and materials provided or used by Merryhill constitute or contain intellectual property owned by third parties, and that Merryhill's use and distribution of such information and materials is pursuant to a license. We understand that because of such license, neither we nor any of our family members may use or distribute such information or materials other than for use in connection with our children's attendance and participation in Merryhill classes and activities.

In addition, we understand that from time to time, Merryhill may provide us with access to or distribute certain additional information, documents, or materials. We understand that we are receiving these materials only because one or more of our children is enrolled in and attending Merryhill. Accordingly, we agree to keep this information and these documents and materials confidential and to use them only for authorized Merryhill purposes. These confidential materials include such items as the parent/student directory, which is distributed or made available as a convenience to parents and their children attending Merryhill. Unauthorized distribution of any such materials could result in invasion of another family's privacy, and/or result in action against us.

Video Release

Posting of any videos showing or depicting Merryhill School, its students, teachers, or other school personnel by any person or company on the internet via sites such as, but not limited to, YouTube, is strictly prohibited unless a video release form has been received from Merryhill School and all persons shown in said video.

Merryhill School is not responsible in the event a video is posted by others and a release form has not been obtained from Merryhill and all persons shown in said video.

Publication Rights

At Merryhill, we are very proud of our students and their many academic and personal accomplishments. Over the course of the school year, students and their schoolwork may be included in pictures, videos or articles promoting Merryhill School. Merryhill reserves the right to use photographic images (video or still), verbal statements and school related work (e.g., art, written work) of students, parents and staff in school publications, the school website, social media, other marketing collateral or school related materials. Parents and students recognize that they will not receive monetary consideration and that Merryhill may continue to use such collateral in subsequent years after the student is no longer enrolled at Merryhill School.

Parents wishing not to have their child photographed for news media or school communication/publicity purposes should contact their campus leader and complete the Merryhill School Opt-Out Form. Please be aware that should students participate in any school or public event in which other parents, the community, or media are present, Merryhill School has no control over photographs or video taken.

Also, while we do our best to monitor media coverage of Merryhill, please be aware that from time to time media companies and individuals over whom we have no control may take photos or videos of the school, students, faculty, and parents, both on and off campus. If asked by the media to speak about Merryhill School, please politely explain that you are not a spokesperson for the school and refer them to Merryhill's home office.

Codes of Conduct and Technology Responsible Use Agreements

The Student Codes of Conduct and the Technology Responsible Use Agreements (kindergarten through eighth grades) are located on the following pages. Parents are required to review these respective codes with their elementary and/or middle school student. Students and parents are expected to adhere to these documents throughout the school year.

School Policies that Relate to Employee Interactions with Students

Appropriate Professional Boundaries with Children

Merryhill employees are expected to conduct themselves in a professional manner and maintain appropriate physical, emotional and sexual boundaries at all times. Merryhill employees are never to be alone with a student, and it is expressly prohibited to connect with students using social networking sites, cell phones, or texting. Keeping children safe and providing a safe environment for Merryhill students is an essential part of our responsibility as employees. Violation of professional boundaries with children and incidents of misconduct involving children are taken seriously and will be addressed in a prompt, confidential and thorough manner through the school, the Human Resources Office, or the appropriate local authority.

Child Abuse and Sexual Molestation Prevention

The safety and well-being of our students is our highest priority at Merryhill School. Our policy is that all staff has responsibility for preventing and reporting suspected child abuse and sexual molestation. Merryhill intends to comply with the provision of Nevada laws. Child abuse and neglect are against the law in Nevada, and so is the failure to report it. Child abuse is defined as mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

Reporting Procedure

Any employee suspecting child abuse or neglect is expected to use the following procedures:

- Do not confront the suspected abuser/molester.
- Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a “need to know” basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
- File a report when you have a “reasonable suspicion” that a child is being abused or neglected.
- Contact Child Protective Services if abuse occurring inside the family, contact local law enforcement for abuse occurring outside the family
- Child in immediate danger/risk – call local police or sheriff immediately.

Elementary School Student Code of Conduct

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve to the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be courteous and respectful at all times. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing teachers and other students. I will not disrupt the learning of others in words or actions.
3. I will attend school every day unless excused by illness. I will be a well-groomed Merryhill student by arriving to school in a clean Merryhill uniform.
4. I will arrive to school on time, prepared to learn. My homework will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the school.
8. I will take great pride in keeping the school grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restrooms clean, and keeping my work environment clean.
9. I will exhibit self-control. I will not engage in violent behavior such as hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others.
10. I will obey the school rules, setting an example for others to follow.
11. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.
12. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.
13. I will not run in the hallways.

14. I will not bring portable electronic devices to school (cell phones, iPods, MP3 players, electronic games, etc.).

15. I will promote safety. It is the goal of Merryhill School to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom. Depending upon the offense, other disciplinary measures include the following:

- Verbal warning and/or redirection
- Removal from the classroom or school activity
- Written notification to parents
- Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
- Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
- Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or parents.

Elementary School Technology Responsible Use Agreement

New technologies in today's society have become an integral part in the lives of our children, both in and out of our schools. The internet, digital information, and communications technologies are powerful tools, which have opened up many new ways to learn and communicate with one another. These technologies can stimulate discussion and contextual learning while promoting creativity.

As educators and parents, teaching our children what it means to be a good digital citizen and how to be responsible in the use of these new technologies in the 21st century is **paramount**. Our children have an entitlement to safe internet use; it is our collective responsibility to ensure their safety. This **Responsible Use Agreement** (RUA) is intended to help support that our children will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. Merryhill School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT) as this is their future. In return, Merryhill School expects the students to agree to be responsible users.

RESPONSIBLE USE AGREEMENT

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school has the right to monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I understand that if I damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, I will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- I understand I am responsible for returning all technology equipment provided to me by Merryhill School, or I will be responsible for the replacement cost of the technology equipment.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. I will not use strong, aggressive, or inappropriate language, and I appreciate that others may have different opinions.
- I will not participate in cyber-bullying (to harass, threaten, embarrass, or target another person using various communication technologies).
- I will not take or distribute images of anyone without their permission.

I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school. As a responsible user:

- I understand the risks and will not try to upload, download, or access any materials, which are inappropriate or may cause harm or distress to others. Nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I understand that I will not enter chat rooms at any time.

When using the internet for research or recreation, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not copy it “word for word” into my own work. I will summarize and paraphrase while citing all sources I used.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate. I understand the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school, and where they involve my membership of the Merryhill School Community.
- I understand that if I fail to comply with this **Responsible Use Agreement**, I will be subject to the loss of ICT privileges.

Middle School Student Code of Conduct

1. I will put forth my best efforts in all my class assignments and projects. I will strive to achieve to the best of my abilities. I know diligently studying and following directions in class will bring me success as a student.
2. I will be courteous and respectful at all times. It is my responsibility to promote a respectful learning environment by following directions and using my manners when addressing teachers and other students. I will not disrupt the learning of others in words or actions.
3. I will attend school every day unless excused by illness. I will be a well-groomed Merryhill student by arriving to school in a clean Merryhill uniform.
4. I will arrive to school on time, prepared to learn. My homework will be neat and complete, showing my best effort.
5. I will accept responsibility for my actions. When I am wrong, I will admit my mistakes and apologize when appropriate.
6. When participating in school sponsored activities and events, I will display the highest standards of conduct, demeanor, and sportsmanship. I will exhibit good sportsmanship during recess and other class activities. I will learn how to win graciously and lose with dignity and respect.
7. I will always respect the rights and property of others. As such, I will not intentionally destroy or damage the personal property of others or the school. I will take great pride in keeping the school grounds clean by throwing away trash, picking up litter, keeping the multi-purpose room clean following lunch, keeping the restrooms clean, and keeping my work environment clean.
8. I will exhibit self-control. I will not engage in violent behavior such as hitting, scratching, punching, poking, kicking, or fighting. I will abstain from using foul language, racial slurs, or vulgar gestures. I will not use intimidation to provoke others. I will promote safety.
9. I will obey the school rules, setting an example for others to follow.
10. I will not cheat, lie, steal, or alter my grades. I will not help others to cheat, copy, or alter grades. I will promote honesty and fairness.
11. I will use my school computer as intended. I will not participate in unauthorized use of the Internet.
12. I will not run in the hallways.

13. I will not bring portable electronic devices to school (iPods, MP3 players, electronic games, etc.). I will keep my cell phone turned off and in my locker during the school day. I understand that it can only be used after 3:00 p.m. for emergency reasons.

14. If participating in the shuttle service, I understand that I am expected to follow this Code of Conduct and failure to do so may result in disciplinary action.

It is the goal of Merryhill School to promote a positive learning environment. Disciplinary action, when necessary, will be firm and fair. If the student's behavior affects the teacher's ability to teach and the students' ability to learn, the student will be removed from the classroom.

Depending upon the offense, other disciplinary measures include the following:

- Verbal warning and/or redirection
- Removal from the classroom or school activity
- Written notification to parents
- Detention - Teacher and/or campus leader imposes an assignment or duty, usually during recess time.
- Suspension – Student is sent home for severe or continual student misconduct. During the suspension, the student cannot make-up class assignments or missed tests.
- Expulsion – Student is dismissed from the program.

Certainly, consideration will be given to the age of the student, the nature of the offense, the student's disciplinary record, and information provided by teachers and/or parents.

Middle School Technology Responsible Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, digital information, and communications technologies are powerful tools, which open up new learning opportunities. These technologies can stimulate discussion, promote creativity and stimulate contextual learning.

As educators and parents, teaching our children digital citizenship and responsible use of this technology in the 21st century is **paramount**. Young people have an entitlement to safe internet learning, and it is our collective responsibility to ensure their safety. This **Responsible Use Agreement (RUA)** is intended to support that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. Merryhill School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT) as this is their future. In return, Merryhill School expects the students to agree to be responsible users.

RESPONSIBLE USE AGREEMENT

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at school.
- I understand that the school has the right to monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username or password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material, messages or anything that makes me feel uncomfortable when I see it online.
- I will not steal someone's identity or create a fake online identity.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I understand that if I damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, I will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- I understand that I am responsible for returning all technology equipment provided to me by Merryhill School, or I will be responsible for the replacement cost of the technology equipment.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. I will not use strong, aggressive, or inappropriate language, and I appreciate that others may have different opinions.
- I will not participate in cyber-bullying (to harass, threaten, embarrass, target or exclude another person using various communication technologies).
- I will not take or distribute images of anyone without their permission.
- I will follow the Merryhill Middle School Honor Code when it comes to use of technology.

I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school. As a responsible user:

- I understand the risks and will not try to upload, download, or access any materials which are inappropriate and may cause harm or distress to others. Nor will I try to use any

programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I understand that I will not enter chat rooms at any time.

When using the internet for research or recreation, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate. I understand the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school, and where they involve my membership of the Merryhill School Community.
- I understand that if I fail to comply with this **Responsible Use Agreement**, I will be subject to the loss of ICT privileges.

Handbook Changes

Merryhill School reserves the right to change its policies at any time. Merryhill School will notify parents of changes as soon as reasonably practical.

**DUE TO COVID-19 PRECAUTIONS:
POLICIES WILL BE REVISED IN RESPONSE TO THE PANDEMIC IN CLARK COUNTY NV.
MERRYHILL WILL MAINTAIN COMPLIANCE WITH LOCAL, STATE AND FEDERAL GUIDELINES**

Appendix

Campus Specific Information

Name	<u>Merryhill Elementary Summerlin Campus</u>	Principal	<u>Jami Yingling</u>
Address	<u>2160 Snow Trail</u>	Ast Principal	<u>Reena Arias</u>
	<u>Las Vegas, NV 89134</u>	Phone	<u>702-242-8838</u>
Office Hours	<u>7:30am-5:30pm</u>	Fax	<u>702-242-8830</u>
Principal Email	<u>jami.yingling@merryhillschool.com</u>	Admin Email	<u>reena.arias@merryhillschool.com</u>
Website	<u>merryhillschool.com/elementary/las-vegas/summerlin/</u>		
Twitter	<u>N/A</u>		
Facebook	<u>facebook.com/MerryhillElementarySummerlin/</u>		

School Day Hours	8:00 A.M. - 3:00 P.M.	Earliest Drop off and Latest Pickup
		Drop Off 7:45 A.M.
		Pickup 3:15 P.M.
Extended School Day Hours	7:00 A.M. - 6:00 P.M.	DUE TO COVID-19 PRECAUTIONS THIS CAMPUS IS OPERATING REDUCED HOURS OF 7:30 A.M. TO 5:30 P.M. UNTIL FURTHER NOTICE

Lunch Options	Students will to bring a lunch from home or may purchase a school lunch
Club Options	Soccer, Cheer, Dance, Girl Scouts, Art, and Science
Student Council Information	5th Grade will have opportunities to participate. See Campus Leadership for details.
Study Hall Info	3:15 P.M.-4:30 P.M. DAILY. See Campus Leadership for details.
Annual Family Events	Trunk-r-treat, Winter Wonderland, Spring Fling, End of the Year Family Gathering (Theme specific)

COVID-19 DISRUPTION
DUE TO RESTRICTIONS PUT IN PLACE BY FEDERAL, STATE, AND LOCAL AUTHORITIES, ALONG WITH PRECAUTIONS PUT IN PLACE BY OUR COMPANY TO REDUCE THE RISK OF TRANSMISSION, SOME CLUBS AND CALENDAR EVENTS HAVE BEEN TEMPORARILY POSTPONED OR CANCELLED.
PLEASE REACH OUT TO YOUR CAMPUS PRINCIPAL FOR DETAILS

Campus Specific Dates

First and Last Day of School

9-Aug	1st Day of School
26-May	Last Day of School

Camp

Summer Camp	May 31st-Jul 29th
Winter Camp	Dec 20th - 31st
Spring Camp	Apr 11th - Apr 15th

Parent Teacher Conferences

School Closed to Students

#1.	Nov 1st
#2.	Apr 8th

Inservice Dates

School Closed to Students

Q1	Aug 2nd - 6th
Q2	Oct 1st
Q3	Feb 18th

Early Dismissal Days

24-Nov	Closes at 3pm
15-Apr	Closes at 3pm
26-May	Closes at 12pm
31-Dec	Closes at 3pm

Key Dates

6-Aug	Parent Meet and Greet
13-Sep	Progress Reports Due
15-Oct	End of 1st Quarter
23-Oct	Open House #2
22-Nov	Progress Reports Due
17-Dec	End of 2nd Quarter
22-Jan	Open House #3
7-Feb	Progress Reports Due
11-Mar	End of 3rd Quarter
19-Mar	Open House #4
25-Apr	Progress Reports Due
30-Apr	Open House #5
25-May	End of 4th Quarter

Holidays

6-Sep	Labor Day
29-Oct	Nevada Day
11-Nov	Veterans Day
25-Nov	Thanksgiving Day
26-Nov	Day after Thanksgiving
23-Dec	Christmas Eve (observed)
24-Dec	Christmas Day (observed)
31-Dec	New Years Day (observed)
17-Jan	Martin Luther King Jr Day
21-Feb	Presidents Day
30-May	Memorial Day

Campus Rate and Fee Schedule

Enrollment Fees*	Returning Student	New Student
Application Fee		\$75
Testing Fee		\$50
Registration	\$650	\$650
Tuition Deposit	\$1,552	\$1,552
Early Withdrawal Deposit	\$300	\$300

Tuition Payment Plans**	Annual (includes 3% discount)	Monthly (10)
Kindergarten - 5th Grade	\$15,054.40	\$1,552
Extended care	\$2,560.80	\$264

*Registration fee, testing fee, and tuition fee are nonrefundable. Tuition deposit is due May 14, 2021 and will be applied to August payment. Early withdrawal deposit is due August 1, 2021 and will be applied to May payment. Nonrefundable if disenrollment occurs prior to May 2022.

**Tuition is due on the first day of every month. A late payment fee of \$25 is assessed if payment is not received by noon on the 5th day of the month. If tuition is paid after 12 pm on the 5th of the month, all discounts and scholarships are voided. Returned checks are assessed a \$25 service charge. Discounts may not be combined; one discount per student. Tuition remains the same regardless of holidays, family vacation, illness, or emergency closures. Payment options include check, credit card, or money order. We highly recommend using our ACH debit or auto pay credit card programs to avoid late payment fees.

Contact school administration for details on camp rates and schedules. A four-week written notice is required if you wish to change your student's schedule or disenroll.

Regular school hours vary by grade. Kindergarten hours are 8 am – 2:45 pm. 1st – 5th grade hours are 8 am – 3 pm. Extended hours are 7 am – 6 pm. There is a late pick-up fee of \$1 per minute past the regularly scheduled pick-up time. Please refer to the school calendar for additional information.