



the **Randolph** School
since 1963

Family Handbook

2016-2017

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**Our educational program is designed to
begin and end together in a group.**

Please be on time!!!

Arriving on time for drop-off allows children to start their day stress free, and gives them the time to be ready and settled before class starts. It also avoids disruption of classes.

Children may arrive at school as early as 8:00 am

Downstairs (Pre-K)	Upstairs (K-5)	Short Day Students
Drop-Off Time: 8:30-8:45am Pick-Up Time: 2:30pm (Please be prompt) - Busses pick up at 3:00pm	Drop-Off Time: 8:00 -8:15am Pick-Up Time: 3:10 (Please be prompt) - Busses pick up at 3:00pm	Drop-Off Time: 8:30-8:45am Pick UpTime: 12:30pm (Please be prompt)

- Children who have not been picked up on time at the end of the day will be put in Afterschool and charged accordingly.
- All children are required to be signed out by the adult who picks them up each day.

A note on promptness

Please help us make the start and end of the school day go smoothly by doing everything in your power to arrive and pick up promptly. It makes a world of difference! Promptly dropping off and picking up children provides stability and predictability to the children's day, allows us to meet with the children as a group in the morning, and avoids unnecessary stress at the start and end of the day.

The Afterschool Program

Our Afterschool program provides a wonderful opportunity for your child to get involved in outdoor adventures and indoor projects, and to have a relaxing afternoon with friends.

- The Afterschool Program runs from 2:30 (Downstairs) or 3:00 (Upstairs) until 6:00 sharp.
- The charge for using Afterschool care is \$9.00/hour and \$4.50/sibling.
- Space is limited, so we cannot guarantee a spot each day in Afterschool.
- Please call the school at least 24 hours in advance to sign up.
- If you will be signing up your child for Afterschool on a regular basis (e.g. every Tuesday or every day for half an hour), please notify the school so that a place will be reserved.
- Please let us know as promptly as possible if you will not be using your spot for afterschool.
- **Afterschool ends PROMPTLY at 6:00 pm.**

Communicating with the School

Telephone: 845-297-5600

Fax: 845-297-5617

Email: learn@randolphschool.org

Website: www.randolphschool.org

When to call the office:

Please notify the school in the following instances:

- If your child will be absent.
- If your child's regular schedule changes (in or not in Afterschool; on or not on the bus).
- Please call your transportation department on any day that your child does not need busing--**
- Changes of address or phone number.
- Major changes in your child's life.
- Anything related to busing, lunch program, tuition payments, school email notices, etc.

When to contact teachers

- Please contact your child's teacher(s) directly by email for anything related to your child's educational experiences, or if there are any important changes in your child's life that teachers should be aware of.
- Every teacher/staff member at Randolph has an email address: firstname@randolphschool.org (all names are also listed in the Directory). Teachers may not have an opportunity to check their email during the day and you should allow at least 24 hours for a response.

Friday Note

The Note describes (in words and links to photos) recent classroom events and experiences along with curriculum choices and rationales.

- Every Friday we distribute the Friday Note electronically.
- It also notifies parents about upcoming trips, in-school events, and important reminders.
- Please read the Friday Note every week to keep up with school activities and upcoming events.

Directory

- At the beginning of the school year, we distribute a list of parents' mailing and email addresses, as well as phone numbers, to all school families for school and personal use.
- Please use this information for school-related communications only.
- This list may not be used for personal or solicitation purposes of any kind.

Parent/Teacher Conferences

- Conferences are held in November and April.
- Your child's teacher will let you know when it is time to schedule a conference.
- There is no school on conference days, but childcare is available during your conference.

Reports

- Narrative reports are sent home in the middle and at the end of the school year. These reports cover social, emotional and academic growth.

What to Bring to School

Clothing

Please pay attention to the weather!!

- All children should have a change of clothing at school (socks, underwear, and play clothes).
- Children should be dressed in comfortable clothes suited to the weather
- Children of all ages will play and spend extended time outdoors almost every day (all weather!)
- Expect your child's clothing to become wet or dirty from art projects, cooking, nature hikes, and water play throughout the year.
- Please label everything with your child's name.
- In the winter, even on cold days, we go outside every day. Please make sure your child has boots, snow pants, waterproof mittens, a hat, and a warm coat.
- On rainy days, unless there is a downpour, we still go outside to play or at least to walk to classes in the Carriage House. Please send in a rain jacket, rain boots, and rain pants.
- Children should have shoes suitable for outdoor play, sports, and tromping through the woods.
- When on school grounds, students must wear shoes and socks. Flip-flops are not a suitable shoe. Your child can keep slippers or indoor shoes in their cubby or locker.

School Supplies

Your child's teacher will notify you if supplies are required.

Lunch and Snacks

- All students should bring lunch, a snack, and a labeled, refillable water bottle.
- We ask that candy and soda not be included in your child's lunch.
- The school does not provide snacks except for during the Afterschool program.
- A microwave oven is available in the kitchen to Upstairs children to heat their lunches.
- We do not have refrigerator space for children's lunches; please use an insulated lunchbox and/or ice pack to keep perishables cool.
- You can sign up to have your child participate in one or more days of our lunch program. We will send out information about this program shortly after school begins. If you have signed up for any of these lunches, your child will still need snacks and drinks on these days.

Attendance & Illness Policies

Attendance Policy

- Regular school attendance is important for each child's intellectual, social, and emotional success at school.
- Parents should call or email the school if your child will be absent, arrive late, or depart early.

Illness Policy

Because we are such a small community, please take extra precautions if your child is (or appears to be) sick so that we can all stay healthy. Be sure to notify the school if your child has been confirmed with any contagious illness (strep, lice, stomach flu, Chicken Pox).

According to the American Academy of Pediatrics "Most pediatricians consider a temperature above 100.4°F (38°C) as a sign of a fever." We will ask that your child be brought home if they have a combination of high temperature (above 100 degrees) and/or behavior and affect that indicates to us an illness.

Sick children

Children who have flu-like symptoms or other contagious illnesses should be:

A) Kept home for at least 24 hours free of vomiting or fever (without any fever-reducing medicines).

-- **OR** --

B) Be on antibiotics for 24 hours before being sent back to school.

-- **IN ADDITION** --

C) Children should be ready to participate in every part of the school day, including Outdoors Time. We are unable to accommodate children who cannot participate in the daily program of events.

Lice Policy

If your child has lice, we will contact you to bring them home. Children may return to school if they have a note from a pediatrician stating that they are nit and lice free.

Immunization

At Randolph School, we are committed to the overall health and well-being of our entire community including moms-to-be and younger siblings, and ask that children attending Randolph School have the appropriate immunizations prior to admittance.

Downstairs Information

Daily Schedule

- Earliest drop off is 8AM.
 - Many younger children arrive closer to 8:30.
 - Please arrive by 8:45 to allow for dropping off bags, lunch, changing shoes, taking off coats, etc...
 - End-of-the-day pick-up for Downstairs children is 2:30 for full days, 12:30pm for short days.
- Please be on time.

Clothing

Note: This year we are happy to offer one-piece rain suits for our downstairs children that will stay at school. If you prefer to send your own rain gear, please let the teachers know during the first week of school.

- Each child needs to bring in a FULL change of clothing. (We get wet, dirty, snowy, painty!!!)
- All clothing MUST be labeled.
- If your child has occasional accidents please send in several pairs of extra underwear and socks.
- We ask that children always wear socks

We are encouraging children to be independent, therefore...

- Please choose styles that are easy for your child to put on
- Elastic waist pants are best for young children.
- Please do not send in pants that need a belt.
- Avoid buttons and laces on shirts and pants
- Please make sure your child has an extra set of pants (or shorts, depending on the weather), shirt, socks, underwear, and shoes. We store the extra clothing in your child's bin in our bathroom.

Shoes *(Please write your child's name inside all clothes please)*

Your child needs a sturdy shoe for outdoors time.

- Velcro closures and slip-ons are easiest for children to put on.
- Please no clogs or flip-flops! Slippers are great for indoor wear.
- All children must have some kind of shoe or slipper on their feet at all times.
- Puddle boots are needed for the rainy weather and warm snow boots for the winter.
- Please be sure that your child's boots are easy for him/her to put on.
- Boots, shoes, and slippers need names inside.

Fall *(Please write your child's name inside all clothes please)*

Your child should have a light weight jacket or sweater for outdoors time.

Winter *(Please write your child's name inside all clothes please)*

Snow suits or snow jackets, pants, hat, and waterproof mittens.

- Please choose styles that do not have extra buttons and belts.
- Please make sure mittens are waterproof! Wet hands = cold hands!!
- We ask the children to remember 5 things everyday: snow coat, pants, hat, mittens, and boots.

Spring *(Please write your child's name inside all clothes please)*

Lightweight jacket or sweater, and a hat to keep the Mayflies out of hair

LUNCH & SNACKS

YES, PLEASE!!!

- A lunchbox that your child A) can open, and B) is large enough to hold a lunch and a snack.
- An ice pack: Lunches are kept in children's cubbies. To keep them cool, use an ice pack
- Plastic or metal containers for yogurt, sandwiches, fruit etc... helps our environment and enables your child to easily manage their food. (Easy open containers can be hard to find. Take your little shopper with you to try out a variety of small lids and containers)
- A cloth napkin to use on their hands and face, or as lunch setting.
- Sipper cups and plastic juice containers are easy for young children.
- A fork or spoon if needed.
- A loving note from home is always a welcome addition to lunchboxes!
- Water bottles are needed every day. Please write your child's name on it. We can refill them at our water cooler.
- Please send foods that your child is able to manage somewhat independently.
- We recommend children drink water from their bottle during lunch.

PLEASE, NO!!!

- Wide mouthed water bottles.
- Food that needs to be hot must be sent in a thermos. We do not heat up children's lunches.
- If your children prefer their fruit peeled, please send it in already prepared.
- Candy and soda are not allowed.
- Gogurts, yogurt in a tube, seem great but are in fact incredibly messy, distracting and difficult for children to open.
- Please don't send things that need to be prepared/opened by teachers. Of course we can help if needed, but imagine opening food for 25 people every day!!!

Food Allergies

- If your child has allergies, it is your responsibility to inform the school.
- We can provide a peanut-free lunch/snack table in the Downstairs and a peanut-free room during lunch/snack in the Upstairs if needed.
- If your child has food allergies, please send in some special snacks that we can keep handy for times when we have fruit café, birthday parties, or other events, which might include foods your child can't eat.

Separation Issues

The beginning of school is a sensitive time for children and parents alike. We want to emphasize the importance of arriving early, with time available for your child to transition into our program. We are happy to work with you to develop strategies for success separation in the morning time.

Toys

- Please leave toys at home or in your car for the ride home.

Non-Academic Days, Delays, & Cancellations

Snow Days

Information about delays and school closings due to snow or inclement weather is available in the following three ways:

1. We record a message on the school's answering machine at 845.297.5600. Keep trying if you do not get the message the first time (it is not available on our second rollover line).
2. The school will email every family by 6:30 am announcing closings or delays.
3. A notice will be posted on the school's official Facebook page and on our website.

Delays and closings will also be announced on the following radio stations:

FM Stations

WRNQ 92.1 FM
WBWZ 93.3 FM
WBPM 94.3 FM
WPKF 96.1 FM
WRRV 96.9/92.7 FM
WCZX 97.7 FM
WHUD 100.7 FM
WSPK 104.7 FM
WRWD 107.3 FM

AM Stations

WGHQ 920 AM
WBNR 1260 AM
WALL 1340 AM
WEOK 1390 AM
WLNA 1420 AM
WKIP 1450 AM

Field Trips & Special Days

- Field trips and special events are scheduled throughout the school year.
- You will be notified in separate email notices and/or in the Friday Note.
- We rely on partnering with parents to transport children to event, and we encourage you to participate frequently as a parent driver. This is a great way to connect with your child's school, and it's wonderful for your child to see you directly involved in his or her school life!
- Any costs for your children's field trips, ski trips (not including equipment rental), or special activities at school are covered by the annual Activities Fee.

Fundraising

Throughout the year we hold fundraising events, some of which are sponsored by the Parent Group and others by the school. On average, only 85% of the actual cost of a year's education is covered by a full tuition. Fundraising makes it possible to offer a sliding scale tuition system to our families, to make improvements in the buildings, and to supplement annual expenses. All gifts are tax deductible.

Annual Giving

Every year we send out newsletters and appeals for gifts to our alumni and current families. Generous challenge donations from members of the school community have also elicited great response from parents, alumni, teachers, and friends. Many employers sponsor matching gift programs and will match charitable contributions made by their employees, making your tax-deductible donation go further.

Parent Group Activities

The Parent Group organizes fundraisers every year. Some past events have included: selling food at various local events, holding an auction or tag sale, organizing our Maple-Fest celebration which is open to the wider community, arranging school photos, and producing Randolph cookbooks and water bottles to sell.

Grant-writing and Foundations

Teachers have had great success in past years applying for and receiving small grants to support innovative curricular projects with our students, including building a pond, making a puppet show, and taking photographs and oral histories of local senior citizens. The school is hoping to connect with local, regional, and national foundations in order to support our mission and unique educational programs.

Annual Traditions & Events

Every year, throughout the school year, we hold events with the children, teachers, parents, and alumni to celebrate the seasons, to fundraise, and to enjoy being together in our community. Some of these events are listed on the calendar; we send emails about others.

Welcome Back Meet & Greet

At the end of August, we gather together for an informal all school gathering. Parents and teachers meet and reconnect (and play!).

Curriculum Night

Held soon after the opening of school, this evening is for all parents to meet each other and learn important information about the coming year. This is an adult-only meeting; no childcare is provided.

Teacher Work Days

The teachers meet together during designated days throughout the year to discuss educational philosophy and curriculum, set goals, reflect on our work with children, and build community.

Farm Trips

Early in the school year, all the children and teachers (along with parent drivers) take a trip to a local farm to pick pumpkins and/or apples.

Community Clean-up Days

On one weekend day in the fall and another in the spring, parents and teachers (and children, too!) work together to clean and fix up our school grounds. Projects have included: painting, moving a fence, raking leaves, chipping wood, gardening, organizing the basement, and fixing a playground structure. When we all work together, we create real community.

Mask Parade

In late October, children make their own masks at school. At the completion of their project, the children celebrate by parading their brilliant designs and creations on the front lawn to the delight of passing cars. Parents welcome!

Harvest Feast

The children and teachers prepare a meal for our in-school Harvest Feast using the food they have grown or picked themselves. Parents will be contacted to help if needed.

Winter Celebration

The day before the winter break, the school hosts a party for children and their parents with musical performances and a huge piñata made by all the kids in the school. We sing, break the piñata, and share food brought in by families.

Ice Skating

Every winter the entire school community travels to Bear Mountain State Park to skate together in a beautiful outdoor skating rink.

Ski Trips

Every year our Upstairs students spend four consecutive Fridays caravanning with parents up to a local ski area where they receive morning lessons and spend the afternoons off practising their new-found skills. The kids shine with the confidence as they learn to conquer fears. Through persistence and practice, they tackle new and increasingly difficult areas of the mountain.

Maple Sugaring

In the late winter, children tap the maple trees, collect the sap, and boil the sap into syrup, which we then eat together (with tasty pancakes, of course!). The curriculum culminates in our wonderful Maple Fest, which is open to the whole community.

Starlab

In the spring our entire school spends a week studying the stars and constellations in an inflatable planetarium that we bring to the school. Don't be surprised to learn more about celestial bodies and ancient mythology from your child than you ever knew before!

Grandfriends Day

In spring, we invite grandparents and grandfriends to join us for a special day of activities, food, music, and love. This day is one of the ways we strive to make connections among generations.

Art Show

This event is a presentation and celebration of all of our Randolph School artists. Each child has selected works of art from throughout the year on display.

Adventure Day

In early June, the children and teachers in the Downstairs and Upstairs each venture off for a day of hiking, playing, and sometimes even swimming or boating. The older children return for a kids vs. grownups water Olympics. Then there is an all-school barbeque dinner followed by an all-school campfire and sing along. The Upstairs campout in the back field. Parents are invited to join in all the adventures (Upstairs children need a parent to accompany them for the campout).

Rocket Launch

Also in early June, all the families and teachers in the entire school community meet at a local park to launch rockets made by every Upstairs child. The Downstairs students have their own launch at Randolph the day before.

Tree Planting

At the end of each school year we acknowledge all of the children who will be heading off to new schools by planting a tree in their honor. They also help plant the tree.

Steppingstones Ceremony

In the evening on the last day of school, parents, children, and teachers get together to celebrate another important step in each child's life. Families bring snacks to share and every child participates in and is honored during our Steppingstones Ceremony.

Faculty, Administrators, & Board

RANDOLPH FACULTY:

Downstairs: Evan Miklos, Regina Williams, Samantha Droese, Jules McGorty

Upstairs/Carriage House: Anita Merando, Renee Vitale, Claire Galya, Mike Ferrara, Debbie Stone, Goldy Safirstein

Art, Music, Spanish: Pam Deibboll, Gina Samardge, Alethea Olson

Afterschool: Jesse Leaver, Felecia Bhadai, Alethea Olson

ADMINISTRATORS

Director: Ben Niles

Finance and Operations: Katlyn Tomlins

Admissions: Karen Teich

BOARD OF TRUSTEES

Kate Stover

Jermaine Lloyd

Josephine Johnston

Megg Pascarella

Rachelle Reis-Larson

Lisa Jessup

Carrie Patch-Knudsen

Diane Boujikian

Brad King

Rebecca Burdett

Mike Ferrara

The Randolph School is a 501(c)(3) non-profit corporation. The Board of Trustees has final authority for the school's operation. The Board is elected to three-year terms. For the day-to-day running of the school, the Board of Trustees authorizes a three-person Administrative Committee to manage the daily routines and decisions. The members of the faculty and staff focus on teaching, learning, and organization of the school's programs.

2016-2017 School Calendar

2016

9/6 All-School Orientation 10:30-12:00
9/7 School Opens
9/15 New Parent Breakfast - 8:45-10:00
9/23 Curriculum Night 6:30-9:00
10/3 Rosh Hashanah - School Closed
10/10 Columbus Day - School Closed
10/12 Yom Kippur - School Closed
10/28 Faculty Development - School Closed
11/8 Upstairs & Downstairs Conferences - School Closed
11/11 Veterans Day - School Closed
11/23 - 11/25 Thanksgiving Break
12/19 - 1/2 Winter Break

2017

1/16 Martin Luther King Day - School Closed
2/16 Faculty Development - School Closed
2/17 - 2/20 President's Day Weekend - School Closed
3/24 Faculty Development - School Closed
4/10 - 4/14 Spring Break
4/25 Upstairs & Downstairs Conferences - Closed
5/5 Faculty Development - School Closed
5/25 Upstairs Rocket Launch 10am - School Closed
5/26 - 5/29 Memorial Day Weekend - School Closed
6/8 Adventure Day, Family BBQ, Upstairs Campout
6/9 School Closed
6/14 Last Day of School - Dismissal 12:30
6/14 All-Family Stepping Stones 6-7:30 pm

