



# Parent Handbook

1000 36<sup>th</sup> Ave. SE, Norman, Oklahoma 73026

405-366-6362 (phone and fax)

[www.terraverdeschool.com](http://www.terraverdeschool.com)

# **Terra Verde Discovery School**

## **Parent Handbook**

### **INTRODUCTION**

#### **Mission Statement**

The mission of Terra Verde Discovery School is to build a community of courageous learners by preserving the joys of childhood, honoring each child's unique path to knowledge, and encouraging creativity, innovation, and critical thinking. Our unique environmental education program guides students to develop a personal connection with nature and to make choices that lead to a sustainable future for our planet. The ongoing social skills curriculum empowers children to develop an ethical approach to all relationships and to believe in their ability to affect positive change. Terra Verde's family-oriented atmosphere and individualized, challenging curriculum prepare our students for real-world success.

#### **Admissions**

Terra Verde Discovery School seeks to admit children who are academically, socially, and emotionally ready for the school's unique program of study. Interested parents may request information by using the contact form at the school website, <http://www.terraverdeschool.com>.

The application process is as follows.

1. One or both parents attend a prospective parent tour. At the tour, which lasts approximately 1.5 hours, you'll learn all about our wonderful school, get a glimpse of our teachers and students going about their day together, and have your questions answered. Tours are for parents only.
2. After the tour, your next step is to download the application from our website, fill it out, and mail it into our office along with a \$50 non-refundable application fee. When we receive your application and payment, we'll add your child to our waiting list.
3. Each year, we invite students from our waiting list to spend a day at Terra Verde. During this "play date," we'll spend time observing and interacting with your child to ensure that we are his/her best-fit school.
4. Within one week of your child's playdate, we will mail our decision letter to your home. If your child is accepted into Terra Verde, you'll make a non-refundable security deposit to hold your child's space in the upcoming class.

### **Policy of Non-Discrimination**

The Terra Verde Discovery School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Student Body**

Terra Verde Discovery School currently enrolls children in kindergarten through fourth grade. The school will add fifth grade in 2015. Class sizes are limited to fourteen students.

## **OPERATIONS: PROCESSES AND PROCEDURES**

### **Arrival and Departure**

To preserve the teaching and learning environment, all classes will begin on time. Families are expected to respect the school schedule and times listed below.

Dropoff time is from 8:00-8:20.

Morning Meeting begins promptly at 8:30.

School dismissal: 3:15-3:30 p.m.

### **Bonus Time (Afterschool care)**

Bonus Time hours will be 3:30 – 5:45, Monday – Friday each school day. There are three options for Bonus Time: **Drop In, Full-time, or Part-time attendance**. If you will be using any of these options, you must complete an application.

During Bonus Time, we will provide a healthy snack, playtime outside, time to work on school work, games, and crafts. Our staff will consist of Julie Eberle, the director; William Hou, Mandarin teacher, and Ellen Xie, our intern from Taiwan.

Your child will be signed in each day he/she attends. It will be your responsibility to sign him/her out each day. It is important to remember that your child will be playing outside; so adequate clothing and sunscreen should be provided.

### **Cost**

Full-Time \$ 130 a month

Part-Time (3 days) \$102 a month

Drop-In (2 or less days and varied days) \$12 a day

After 5:45 a \$1.00 a minute will be charged up to 6:00pm; After 6:00pm there will be a \$20 charge for every 15 minutes.

Bonus Time will be invoiced each month, and payment is due on or before the 10th. Any outstanding balance will result in a \$25 late fee. Enrollment is for the entire school year. If you choose to change the type of enrollment after the first day of school, there will be a \$25 plan

change charge. If you choose to drop Bonus Time after the first day of school, there will be a one-time charge of \$50.

### **Morning Drop-off**

Parents will remain their car and drop off their children at the front entrance. A curbside committee member will greet students outside.

Punctuality demonstrates an appreciation for the school community. **Morning meeting begins promptly at 8:30 a.m.** Students who arrive after 8:30 a.m. must check in at the office and will be considered tardy. Three tardies will result in a parent meeting with the child's teacher and the director.

**Students who arrive after 8:30 a.m. must wait in the office until 9:00 a.m. so as not to disrupt the morning meeting.**

### **Afternoon Pick-up**

The school dismisses at 3:15 p.m. Parents may pick up their children between 3:15-3:30. Children whose parents have not arrived at 3:30 will join Bonus Time for a \$12 drop-in fee.

**Parents who remain on campus after school hours are responsible for ensuring that their children are following school rules and expectations.**

### **Authorized Pick-up**

The school maintains a list of individuals, designated by the child's parents, who may pick up the child from school. If an individual who is not on the list is to pick up the child, parents must call the office.

### **Early Pick-up**

Terra Verde students participate in cooperative "community lessons" that require the participation of every student. So as to not disrupt the rich learning experiences of all students, parents are asked to refrain from early pick-up unless absolutely necessary. If a child is to be picked up early, the teacher should be notified in advance.

### **Attendance and Absences**

Students are expected to attend school daily, except in cases of illness or family emergency. Students are expected to attend school up to and including the last day before a break and to return to school on the day classes begin. Parents must email the teacher to report their child's absence daily. Parents are strongly encouraged to make travel plans and schedule medical appointments when school is not in session. Planned extended student absences must be requested in writing and approved by the director and School Board.

Terra Verde Discovery School recognizes that a variety of religions may be represented among the students, and children and their families may wish to honor special holidays within their religious traditions. It is the school's policy that no child shall be penalized for an absence due to a religious holiday. Advance notice of absences due to religious holidays is expected.

Parents are asked not to send a child to school if he or she has a fever or a contagious illness, or if he or she does not feel well enough to participate in class. **If a child is too ill to participate in the outdoor activities (P.E. and recess), the child should not come to school.** Also see “Too Sick for School.”

*Excessive tardies and absences negatively impact a student’s academic performance and attitude towards school. Excessive tardies and absences may result in dismissal from the school.*

### **Confidentiality**

Employees will not discuss any student, current or former, with unauthorized individuals, whether on or off duty.

### **Guest Teachers**

From time to time, teachers are absent due to illness or personal or professional obligations. On such occasions, the school employs substitute teachers, to whom we refer as “guest teachers.” These teachers are trusted adults who have had classroom experience, and they strive to maintain an active learning environment consistent with Terra Verde Discovery School’s standards.

### **Lost and Found**

**Please clearly label your child’s belongings.** Articles of clothing, backpacks, books, and other unclaimed items will be placed in a box in the schoolhouse. Periodically, the school will remind parents and children to check for lost items. At the end of each semester, unclaimed items will be given to local charitable organizations.

### **Snow Days/Emergency Closings**

In case of inclement weather, Terra Verde will close on the first day that Norman Public Schools closes. Each day thereafter will be determined by the director and the school board. **In case of school cancellation, parents will be notified via e-mail and text alert.**

### **Student Emergencies**

The school is well-equipped to handle emergencies. Our teachers maintain current CPR certification. Every reasonable attempt will be made to contact parents in the case of a sick or injured child, but the school will also take necessary emergency actions before the parents can be contacted if the director and/or teacher determines that the situation warrants such action. It is of the utmost importance that family contact information is kept current at all times.

## **CODE OF CONDUCT/DISCIPLINE POLICY** **to be implemented by all teachers**

Terra Verde Discovery School is proud to be a Responsive Classroom School. As such, we believe that the social curriculum is as important as the academic curriculum. We strive to build a loving, supportive school community in which every child shines.

At the beginning of each school year, the students share their personal hopes and dreams for the year. Then, together the class determines the rules that are necessary in order for every child to

reach his/her hopes and dreams. These rules are written and signed by the students, then shared with all of the adults in the Terra Verde community.

We recognize that children do not come to us with all of the necessary social skills to succeed in a classroom community. When children make mistakes in following the agreed-upon rules, the teacher helps them solve the problem through the use of “logical consequences.” Logical consequences are not punishments. They are ways to help children see the effects of their actions, repair the situation, and do better next time.

Terra Verde employs three kinds of logical consequences:

**Take a Break:** If a child is being disruptive, s/he goes to a designated spot in the room to relax, take deep breaths, and regain control. The child, not the teacher, determines when s/he is ready to rejoin the group. Children are encouraged to use “take a break” on their own if they feel a need for it. In addition, the teacher will ask students to model “taking a break” throughout the year as a reminder that this practice is not punishment, but rather a tool for self management.

**Loss of Privilege:** If a child misuses a material or acts out during an activity, the child will be told to stop using the material or stop the activity for a short period of time. The privilege is restored when the student and teacher have talked about how to prevent a similar problem in the future.

**“You break it, you fix it”:** If a child damages something or hurts someone’s feelings, it is his or her job to repair the damage. In the case of hurting someone’s feelings, the student might offer an “apology of action” by writing a card, inviting the child to play, writing a letter, drawing a picture, or taking some other action beyond verbally saying “I’m sorry.”

The goal is for our students to create a caring learning environment. Learning to live by the rules they created is an important step.

All adults at Terra Verde are expected to use Responsive Classroom language and logical consequences with the students, whether at school or on field trips. Parents and teachers are provided with examples of Responsive Classroom language, and it is also available on our website.

### **Expulsion**

The expulsion of a student from the school is an administrative decision. In particularly severe cases, a student may be permanently expelled or suspended following the recommendation of the director. This measure is only taken in extreme and exceptional circumstances.

### **Firearms**

Firearms and other deadly weapons of all types are strictly prohibited on school property and at off-campus school activities unless carried by a law enforcement officer while acting in an official capacity.

### **Abuse**

No employee of the school may touch a child in an abusive or sexually inappropriate or suggestive manner. No employee of the school may touch a child if such touching creates anxiety or discomfort for the child, such action may constitute sufficient cause for immediate dismissal from the school. At the same time, the school recognizes that touch is often an important and positive form of communication between adults and children. Therefore, the school supports teachers who use touch in an appropriate and supportive manner that is consistent with the legal, moral, and ethical norms and expectations of our society.

### **Harassment/Sexual Harassment**

Terra Verde Discovery School is committed to safeguarding the rights of students to learn in an environment that is free from any form of harassment. Terra Verde Discovery School strictly prohibits sexual, racial, religious, physical, gender, or other forms of harassment among students, among adults, or between adults and students. Terra Verde Discovery School will not tolerate, condone, or allow harassment of its students or employees. Terra Verde Discovery School will enforce this policy and expects all employees, students, and parents to be diligent in preventing, detecting, and reporting incidents of harassment.

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. Unacceptable behaviors include but are not limited to:

- sexually explicit or suggestive remarks or written communication about a person's physical attributes, clothing, or behavior
- sexually stereotyped or sexually charged insults, humor, verbal abuse, or innuendo
- inappropriate personal questions
- physical or verbal threats or assault
- spreading rumors or making false accusations
- any unwelcomed and unsolicited sexual propositions or advances
- displaying sexually explicit materials on the school campus
- inappropriate or unwelcome touching
- inappropriate, hurtful, or demeaning remarks about a person's race, religion, gender, or other personal characteristics or beliefs

### **Reporting Process**

It is the responsibility of each administrator, support staff, faculty member, and student to ensure that Terra Verde Discovery School is free from acts of harassment. Complaints of harassment of any kind will be promptly investigated by the procedures identified below. A student or adult who feels that he or she has been subjected to unacceptable behavior by an employee, student, administrator, volunteer, or any other visitor to the campus, should report the incident immediately to an adult with whom he or she feels safe. A child may wish to report such behavior to the director, a teacher, or a parent. An adult should report such behavior to the director or school board. No acts of reprisal towards those who report concerns will be tolerated. Additionally, fake allegations are considered a serious breach of ethical conduct. An incident report must be completed within 24 hours. Should the administration deem necessary, investigations of allegations will be conducted by the director, school board, and legal counsel. A determination of the appropriateness of the particular action will then be made from the facts gathered.

Any administrator, faculty member, employee, student or parent of the school who engages in harassment or sexual harassment is subject to immediate and appropriate action to include discipline, discharge, or expulsion. The school strictly forbids retaliation against any individual who complains of harassment or sexual harassment, and anyone who practices such retaliation will be subject to immediate discipline.

### **Language**

Terra Verde Discovery School places great importance on supportive, encouraging language. All Terra Verde Discovery School employees and volunteers are expected to use such language in accordance with Responsive Classroom principles. All Terra Verde employees and children are expected to refrain at all times from the use of inappropriate or obscene language when at school or at school-sponsored functions.

### **Technology/Media Acceptable Use Policy**

Terra Verde Discovery School guides our students to be effective, responsible participants in 21<sup>st</sup> century life. Educational technology is offered in the classrooms to the degree that it is both practical and developmentally appropriate.

Teachers are explicit in conveying clear expectations for acceptable use of media and technology. The rewards and the risks of internet use will be taught at school and should be reinforced at home.

The school strongly encourages parents to limit the amount of “media time,” particularly television watching, at home. Children are encouraged to participate in activities that are more varied, interactive, positive, and productive. Just one half-hour of reading instead of TV watching each evening will result in 182 more hours of reading each year!

### **Toys from Home**

Students are not permitted to bring toys from home unless the toy is used for an educational purpose and is approved in advance by the child’s teacher.

### **Cell Phones**

The school does not permit children to bring cell phones to school.

### **Use of Illegal and Inappropriate Substances**

Terra Verde Discovery School campus is smoke-free and drug-free. These substances may not be used by any person on campus at any time.

## **COMMUNICATION**

### **Newsletters**

As evidence of our continued environmental commitments, Terra Verde Discovery School will send information to parents via email. These communications include but are not limited to: newsletters, information about classroom, school, and community events, and personal



teacher/parent communication. Please take the time to read these emails to stay up-to-date on your child's school life.

### **Parents and Teachers**

Terra Verde Discovery School teachers maintain close communication with the parents of the children in their classes. The ongoing connection between teachers and parents is absolutely critical to the mission of the school and to the students' and the school's success. The school anticipates and encourages collaboration between teachers and parents to create consistency and harmony between school and home. Parents can assist with this process by reinforcing the concept of learning as a serious yet joyful activity, reading to children every night, incorporating school lessons into family activities, reinforcing Responsive Classroom principles, staying informed of school news and events, and being open with the teachers about their child's needs.

**In order to allow our teachers quality time with their families, we require parents to limit phone calls and text messages to the hours of 8:00 a.m. until 5:00 p.m. on weekdays. Because teachers are working with students, they may or may not respond to calls and texts immediately, but will return calls during planning times or after school.**

### **Parent/Teacher Conferences**

Parent-teacher conferences are held in November, and student-led conferences are held in April. The teacher or parent may schedule an additional conference if needed. The conference is a time for the teacher and parents to review the child's progress, celebrate his/her accomplishments, and set goals together. For children in a two-parent home, both parents should attend the conference.

### **Parent/School/Board Communication**

Open communication among parents, teachers, the director, and the school board is strongly encouraged. **Parents with specific issues related to their child should speak directly to their child's teacher before speaking with the director. Concerns of a more general nature can be communicated to the director.**

### **Website**

The Terra Verde Discovery School website is an ongoing source of information for our families. Notes and newsletters will be posted under the Resources tab.

## **CURRICULUM AND INSTRUCTION**

### **Reading**

At Terra Verde Discovery School, reading instruction takes place in a variety of ways to meet the needs of our diverse learners. Students participate in a daily structured "reading and writing workshop," which includes whole group lessons, small group collaboration, and individualized one-on-one instruction. Parents are encouraged to read to and with their students every night.

### **Math**

We strongly believe that every child is capable of becoming a mathematical thinker. To that end, math will be explored in a variety of ways- through music, art, hands-on experiences, technology, and rich problem-solving discussions.

## **Science and Social Studies**

At Terra Verde, we use a special teaching-learning model called Project-Based Learning. Simply put, the teacher or textbook does not dictate what we will learn- national science and social studies standards and the children do! The teacher chooses a broad, real-world topic, and exposes children to the topic through field trips, read-alouds, and hands-on activities. Through exploration and discovery, the students determine what they are most interested in within that topic, then together develop an investigation. The teacher acts as a guide, allowing children to construct their own knowledge as they work. With project-based learning, our focus shifts from learning *about* a topic to learning by *doing*.

In the project approach, children:

- develop their own questions about the topic under investigation,
- make hypotheses about possible answers,
- think of ways to test their hypotheses,
- negotiate with the teacher with regard to how they will represent their findings, and
- solve their own problems through trial and error.

Benefits of Project-Based Learning

- Because the topic is personally meaningful to the children, they are motivated to learn.
- All students are actively engaged in every stage of the project.
- Children take ownership of their learning.
- Students feel comfortable taking risks and learn to see mistakes as stepping stones to knowledge.

## **The Arts**

The arts are woven into the curriculum and daily life of the school, creating many opportunities for self-expression and interpretation. In addition to the day-to-day music and art experiences, students will participate in structured music and art classes.

## **Physical Education**

P.E. occurs in a variety of ways, from cooperative Responsive Classroom games, to climbing and swinging on our playground, to hiking nature trails, to yoga instruction. Children's gross motor skills are informally assessed throughout the year, and the goals of the group evolve as the children grow and develop.

## **Responsive Classroom**

The Responsive Classroom approach was developed by classroom teachers. It emphasizes teaching children to take care of themselves, each other, and the school environment so that everyone can learn at his/her best. You'll notice our school paying attention to how students treat one another throughout the day. You'll also see a strong emphasis on students setting goals for their own learning and taking responsibility for reaching those goals.

### Guiding Principles

The Responsive Classroom approach is based on theories of how children learn. There are seven basic principles behind this approach:

1. Learning social skills is as important as learning academic skills.
2. How children learn is as important as what they learn: Process and content go hand in hand.
3. Children gain knowledge most effectively through social interaction.
4. To be successful academically and socially, children need to learn cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and inviting their participation is essential to children’s education.
7. How the adults at school work together is as important as how skillful each individual teacher is: Lasting change begins with the adult community.

### Teaching Practices

The Responsive Classroom approach includes the following main parts.

#### Morning Meeting

Children gather for fifteen to twenty minutes every day to greet each other, share news, play a game, and look forward to the day ahead. This daily routine builds community, creates a positive climate for learning, and gives children practice in a wide range of academic and social skills.

#### Rules and Logical Consequences

The teacher and children together create rules for the classroom that will allow everyone to do his/her best learning. When children break the rules, there are clear and non-punitive consequences that help them learn from the mistake. The approach teaches responsibility and self-control.

#### Guided Discovery

A structured way of introducing materials so that children become interested and motivated to explore different ways to use the materials.

#### Academic Choice

An approach to giving children some choices in their learning to help them become invested, self-motivated learners.

#### Classroom Organization

Arranging materials, furniture, and displays in ways that encourage learning, care, positive social interaction, and independence in children.

#### Working Together with Parents

Terra Verde Discovery School views parents as partners in educating our students. Parents are involved through special days, family nights, parent/teacher conferences, field trips, and as volunteers in the classroom.

### **The Green Curriculum**

Terra Verde Discovery School engages students in exciting lessons, activities, and initiatives to help students enjoy and respect the natural world. Our goal is to grow responsible environmental citizens. Our extensive green initiatives can be found on our webpage.

### **Homework**

It is our policy that homework assignments will be meaningful, purposeful, appropriate to the grade level, and shall be assigned for learning value and content. Simple, occasional, and

enjoyable homework assignments will begin in kindergarten. Students are introduced to homework gradually at an ever-increasing level of challenge and time commitment as their age and grade level increase. This practice prepares students for the rigors of secondary school and the work and time management habits needed for future academic and career endeavors.

### **Take-Home Books**

Throughout the year, students will bring check out books to practice reading skills at home. Parents should assist their students in caring for and returning books. Books that are damaged beyond repair or lost will need to be promptly replaced by the parents.

## **PARENT INVOLVEMENT**

The school welcomes parents to participate in a variety of ways, including but not limited to:

Classroom assistance

Party volunteers

Participation in field trips

Events and activities

Gardening

Fundraising

Bi-monthly family nights

Parent/teacher conferences

Terra Verde Discovery School embraces the concept of a partnership between the school and the family. Parents who wish to be more involved in the school should speak to their child's teacher.

**We welcome whole-family involvement in school activities. Siblings or friends are asked to comply with Terra Verde's rules and expectations. If a child's behavior is disruptive, the parent should step outside the building with that child until the event concludes or the child is able to participate appropriately. Please model and expect appropriate attentive behaviors at school events.**

## **SAFETY, SECURITY, AND HEALTH**

### **Emergency Preparedness**

Terra Verde Discovery School sets the health, safety, and security of its students as high priority. Full-time staff maintain CPR certification. Fire, tornado, and general safety drills are conducted monthly. Parents with any concerns regarding the safety of their child should speak to the director.

### **Documentation Required for Admission**

Parents are expected to provide the school with updated emergency contact information as well as allergy information.

Oklahoma law mandates a set of minimal immunizations that are required for school attendance in Oklahoma. These can be found here:

<http://www.ok.gov/health/documents/IMM%20Guide%20to%20Imm%20Reqs%20in%20OK%202011-12.pdf>

Students' immunization records must be on file before the first day of school.

The following documents are required for admission:

Terra Verde Discovery School Emergency Information and Parental Authorization

Terra Verde Discovery School Parent Consent Form for Student Medications

Terra Verde Discovery School Self-Administration of Medications Form

Terra Verde Discovery School Enrollment Contract and Payment Agreement Form

### **Administering Medication**

In the event that a student requires medication to be given at school:

1. The student must have on file the *TVDS Parent Consent Form for Student Medications*.
2. It must be in an original labeled container and given to the child's teacher by the parent/guardian.

Parents should inform the classroom teacher of any medication that a child is taking as they sometimes alter a child's behavior. No medications of any kind should be left in a backpack or lunch bag.

### **Illness/Injury**

If your child has a communicable illness, and/or is possibly contagious, please keep your child at home to prevent other students from being exposed to the illness. If your child has a temperature of 100 degrees or above, please keep your child home until he/she is fever free without medication for 24 hours. If antibiotic treatment is started, please have your child return to school after being on antibiotics for a period of 24 hours. If your child is home sick for more than two consecutive days, please bring a note from the doctor. Also see "Too Sick for School."

In case of illness or minor injury, your child may be cared for, allowed to rest, or you may be contacted to pick up your child.

In case of more serious injury, emergency personnel may be called.

Outdoor activities are frequent during all seasons and most weather conditions at Terra Verde. Parents are asked to apply sunscreen to their child each morning before school. Parents may also choose to apply insect repellent. We strongly recommend checking your child daily for ticks.

### **Too Sick for School**

Please use the following guidelines in keeping your child home from school:

**Fever:** If your child's fever is 100 degrees or higher, keep your child at home. While at home, encourage your child to drink plenty of clear liquids. Your child must be fever-free without medication for 24 hours before returning to school.

**Runny Nose:** If the nasal discharge is abundant and yellow or green in color, please keep your child at home.

Bad cough/Cold symptoms: Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. Students are permitted back at school when the cough improves, is fever free, and is feeling better.

Diarrhea/Vomiting: Keep your child at home until 24 hours after the last episode without medication.

Sore Throat: Severe sore throat may be strep throat, even without fever. Other symptoms are headache and upset stomach. Keep your child home from school and contact a doctor. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours after beginning antibiotic treatment.

Earache: The child needs to see a doctor.

Pink Eye: Keep the child home until a doctor has given a written note to return to school. Pink eye is highly contagious and typically caused by a virus, which will not respond to antibiotics. Bacterial conjunctivitis will require an antibiotic. Your doctor will determine if this is the case.

Rash: Children with a skin rash should see a doctor, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial skin infection that is very contagious and requires antibiotic treatment. Also, fifth disease is a contagious viral illness spread by cough and sneezes; it's no longer contagious when the rash appears.

Head Lice: Children must be nit-free before returning to school.

### **Lunch**

Children are required to bring their lunch every day. In keeping with our commitment to be a green school, we have a Waste Free Lunch program in place. Lunches should consist of reusable containers and real utensils. Cloth napkins are provided. Compostable and recyclable components are welcome. We are unable to refrigerate or heat student lunches.

### **Snacks**

Classes will enjoy a healthy snack mid-morning. Classroom teachers will organize the snack procedures in their own classroom.

### **Water**

All students should bring a full reusable water bottle to school each day.

### **Indoor Shoes**

Outdoor shoes are kept in cubbies outside the classrooms. All students should keep a pair of indoor shoes in their classroom for daily use. Students are required to wear indoor shoes at all times inside the building.

## **TRADITIONS**

### **Birthday Book Program**

We're out to prove that a good book is even sweeter than a big slice of birthday cake! This allows you to celebrate your child's birthday in a special, meaningful way as well as help our library collection grow. Before your child's birthday, you and your child shop for a special book. This book should be chosen solely by the Birthday King or Queen! Wrap the book, and your child will open it at our morning meeting. (Yes, he or she will already know what is inside, but will SO enjoy revealing the mystery book for the other kids!) The inside cover will be marked with a special sticker naming your child and his/her birth date. Children have a special

appreciation for the books they select to add to our library shelves. They enjoy sharing them with their classmates and teacher. Your generosity will benefit all of our students!

### **Morning Meetings**

Morning Meetings are at the heart of the Terra Verde experience. Morning Meeting builds community and sets the tone for our day together. Parents will be invited to join us for Morning Meetings throughout the year.

### **Family Nights**

Terra Verde Discovery School hosts special family nights periodically. These events are a fun, exciting way to get to know other families and build our school community. Families are strongly encouraged to attend.

### **Party Days**

We will celebrate Halloween, Christmas, and Valentine's Day with school parties. Information will be sent home in the class newsletter.

### **Special Days**

We also celebrate Grandparents Day, Thanksgiving, Earth Day, and Mothers Day with special events.

## **TUITION**

The parent or guardian agrees to pay the Tuition and all required fees and other charges incurred by or on behalf of the student throughout the school year. The Tuition is exclusive of normally incurred expenses such as supplies, school-sponsored trips, curriculum, tuition and other elective fees, all of which the parent or guardian is responsible for and agrees to pay. Each student must have a current Enrollment Contract and Tuition Agreement signed in his/her file.

Additional charges include an annual book fee and a school supply fee. Terra Verde provides all school supplies with the exception of rain coat and rain boots (to be kept in your child's cubby all year), lunch containers, and a reusable water bottle.

Monthly field trip admission fees will be billed the following month.