

COMMONLY ASKED QUESTIONS

What are Escuela's hours?

School opens at 7:30 a.m. Monday through Friday and closes at 6 p.m. Classes are in session beginning at 9:00 a.m. and end at 3:00 p.m. for all students.

What is the Child Care/Occasional Child Care program?

Child care is provided for students enrolled in Escuela's academic day. Before school care is offered from 7:30 to 8:30 a.m. After school care is offered from 3:30 to 6 p.m. The fee for this service is \$100 per month. Child care fees for the months of December, April, and June are \$50. The occasional child care fee is \$1.50 per half hour or fraction thereof.

After 6 p.m., fees are paid directly to the child care staff at the time of pick up, in that this is their money for staying after school hours with your child. Please note that the school has the legal right to call Child Protective Services if your child remains after 6 p.m. and the school has not been notified that you will be late or that you are in an emergency situation.

What is the daily schedule?

The daily schedule varies from class to class. It will always be posted in your child's classroom. Academic subjects (Math, Reading, Language Arts, etc.) are scheduled in the morning. The Social Sciences (Art, Music, etc.) are scheduled in the afternoon whenever possible. Recess is from 10:30 a.m. to 11:00 a.m. Lunch is from 12 noon to 1:00 p.m.

What is Escuela's dress policy?

Escuela Plus students are expected to dress in uniform Monday through Thursday. For boys, the Escuela Plus uniform is a polo shirt with the Escuela Plus logo and khaki or navy blue pants. For girls, the uniform is a polo shirt with the Escuela Plus logo and a khaki or navy blue skirt or pants. Parents may purchase the Escuela polo shirts through the school at the cost of \$12 per shirt. Escuela hooded, front-zip sweatshirts may also be purchased through the school at a cost \$32 per sweatshirt. The child's name may be printed on the sweatshirt at your request for an additional cost. Khaki and navy blue pants and skirts may be purchased from a variety of stores, including Sears, Target, and Kmart. Children are to wear closed shoes with support at all times. Tennis shoes are suggested.

When may my child have “free dress”?

All children may participate in “free dress” on Fridays. We ask that students not wear sandals, in that they can be a hazard when children are playing. Children are to wear closed shoes with support at all times. Tennis shoes are suggested.

How is information disseminated to parents?

A weekly newsletter is disseminated via email to parents each Monday. Flyers and other important information will also be emailed, and may also be placed in your child’s folder. Please take a moment to review your child’s folder each evening.

What kind of involvement is expected from Escuela parents?

You are expected to actively participate in your child’s education. We ask that you review your child’s folder each evening to check your child’s homework and to thoroughly read the weekly newsletter and other information disseminated to you. We also ask that you participate in parent-teacher conferences, those regularly scheduled by the school, as well those requested by your child’s teacher. You are also asked to participate in the Escuela Plus Parent Organization (the “EPPO”).

What is the Escuela Plus Parent Organization (the “EPPO”)?

The EPPO has been formed by a group of involved, committed parents. The purpose of the organization is to support the school in fundraising efforts, community service projects, and the presentation of topical guest speakers, as well as to assist the classroom teachers whenever possible. The EPPO will meet every other month. All parents are expected to participate in this organization, in that it benefits all of our children. The EPPO does not make decisions regarding school policy or curriculum.

What is the Dads’ Club?

The Dads’ Club was formed by a supportive Escuela father in 2012. The Club’s purpose is to support the EPPO and plan activities or events headed by the school’s dads. The Club’s key event is the Pancake Breakfast, which occurs multiple times throughout the school year.

How are field trips and other educational excursions planned?

Field trips are planned by the classroom teacher in conjunction with curriculum. Parent input is welcome; however all suggestions must be cleared by the classroom teacher and Head of

School. Parents may not plan trips without school approval. All off-campus excursions must be approved by the Head of School and be well-chaperoned. Each child attending must have a permission slip signed by a parent or guardian and returned to the child's classroom teacher.

When are auxiliary classes taught?

Auxiliary classes are taught by specialists. Classes include Art, Music, Physical Education, Tai Chi, and Yoga.

To whom may my child be released?

Children are only released to individuals indicated on the emergency form that is filled out by parents at the time of registration. Keeping your child's emergency form updated is vital. If an emergency arises and your child must be picked up by someone other than the individuals on the emergency form, the person must be accompanied with a note from the parent verifying that the parent has given permission for this to occur. We also suggest that the parent call the school to make us aware.

What is the best way for me to contact my child's teacher?

You may send a note to school with your child requesting a meeting, conference, or phone call. You may also call the school and ask that the teacher return your call. We do request that you do not attempt to conference with a teacher in the morning when you drop off your child. Please make the teacher aware if your child is going to be absent for an extended period of time so that homework assignments will be given to you and the child will not fall behind in his/her work.

How often are progress reports distributed?

Progress reports are distributed three times a year in December, March, and June. The December and March reports are given during a scheduled Parent/Teacher Conference. The June reports are given the last week of school without a conference unless one is deemed necessary by the teacher and/or parents.

What about school performances?

The school has two major performances a year, one in Winter and one in Spring. All classes participate in both. Parents may volunteer to assist the staff with costuming, rehearsals, and refreshments.

How are fees expected to be paid to the school?

Fees are expected to be paid in a timely manner. Each family was given options so that they might choose the payment schedule most convenient for them. Billing reminders will not be sent by the school. Fees not received by the dates stated on your tuition agreement will be assessed a \$30 late fee. The school also has the option of excluding your child from class on any occasion that fees do not remain current. Please refer to your tuition agreement. All returned checks will also be charged a \$30 returned-check fee.

What is Escuela's Advisory Board?

The Advisory Board is responsible for the school and the welfare of the students and the faculty. To fulfill this responsibility, the Board establishes the school's mission, formulates Board policy, and assesses the performance of the school. The Board is responsible for the school's financial condition and its campus. To ensure that the school has adequate financial and physical resources to carry out its mission, the Board bears primary responsibility for fundraising.

Will parents have the opportunity throughout the school year to meet with the Board?

In compliance with the National Association of Independent School's Trustee guidelines, it is not customary for parents to attend Board meetings. Board meetings are for the specific purpose of conducting school business. If you have thoughts or suggestions for the school, it would be appropriate to mention them to a Board member or the Head of School. Board meetings are typically held in September, December, March, and June.

What happens in case of an emergency, earthquake, fire, etc.?

Escuela and the EPP0 have established emergency preparedness procedures, including a parent telephone tree, which is implemented in emergency situations.

SCHOOL EMERGENCY TELEPHONE/COMMUNICATION PROCEDURES:

- The faculty and staff of Escuela Plus ask for your support and cooperation in the event of an earthquake or other major emergency. **PLEASE DO NOT TRY TO CALL THE SCHOOL.** The telephone line must remain open for emergency use.
- The Telephone Tree will be set in motion as soon as the situation has been evaluated, information is available, and recommendations can be made to parents.
- In the event that the telephone lines are down or cellular telephones are inoperable, parents should locate a battery-operated radio and tune into the news broadcasts in your area. In Los Angeles, the designated emergency station is KFI (AM 640). Other news stations are KFWB (AM 980) and KNX (AM 1070).
- In some emergency situations, it may be possible for you to phone a friend or relative out of state more easily than it is to call across the city. If your family has agreed upon this person ahead of time, you may be able to communicate through this person until the telephone lines have been normalized. They, in turn, can listen to the nation news broadcasts and relay information to you. Escuela's out-of-state contact is Tanya Smith,

an administrator at Yale University in New Haven, Connecticut. Her email address is tanya.smith0925@gmail.com.

When are fire and earthquake drills?

- Fire and earthquake drills are held on a monthly basis. They are both given without warning, so that students and staff alike become accustomed to the proper procedures.
- Personal care kits are available at Escuela. Parents may purchase one at a cost of \$25. The kit includes food, water, a blanket, light sticks, waterproof matches, a first aid kit, and hand warmers. They are to remain at school in the event of an emergency.
- Water is always on reserve in each classroom in the event of an emergency in which children must remain at school for a longer period of time than usual.

What happens if my child becomes ill at school?

Parents are always called if the child is running a temperature. By law, it is required that the child be picked up under these circumstances. Any time a child experiences a head injury, parents will also be called.

9-1-1 will be called if the school suspects that, due to a fall or injury, the child may have a fracture, sprain, break, etc. Minor injuries are cleaned thoroughly, then treated with Neosporin, Bactine, a band-aid, ice, etc. We do not administer medication, in that we do not have a registered nurse on campus.

Please also refer to Escuela's Illness Policy.

If my child needs to take medication during the day, how do I handle this?

Medication with a note attached may be distributed by the classroom teacher if he/she chooses to take on the responsibility.

ESCUELA PLUS ILLNESS POLICY

The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Symptoms Requiring Exclusion from School:

Parents/guardians are asked to recognize when their child is unwell and refrain from sending their child to school on that day. Children should be kept home from school if they show any of the following signs of illness:

- Fever: Fever is defined as having a temperature of 100°F or higher.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Eye infection.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

If a child displays any of the above-listed symptoms while at school, the parent/guardian will be called and asked to pick the child up as soon as possible. This will allow the child to receive medical help if necessary, or to be cared for and comforted in their own home and to reduce or limit any further spread of possible infection. Parents/guardians are asked to recognize our duty not to put the other children at risk of any possible infection.

For the safety of our staff and other children in our care, a sick child will not be permitted to return to school for 24 hours after the condition has returned to normal. In the case of diarrhea and fever, the child should be kept at home **at least 24 hours** after the illness has completely cleared. If you are not sure about whether or not to bring your child to school, please contact school staff to discuss the issue.

Medical Note. A Doctor's note must be provided for more than 3 consecutive days of absence due to medical reasons. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

We appreciate your cooperation in this matter.