

# Table of Contents

<b>School Calendar</b> .....	cover
<b>Phone Numbers and Email Addresses</b> .....	3-4
<b>Program Schedules</b> .....	5
<b>Overview</b> .....	6-8
<b>Martha E. Jones Pediatric Audiology Center</b> .....	9
<b>Loaner Device Policy and Responsibility Contract</b> .....	10-11
<b>Parent Involvement</b> .....	12
<b>Accreditation and Awards</b> .....	13
<b>Board of Directors</b> .....	13
<b>Fundraising</b> .....	13-14
<b>News, PR, Digital Media, Photo/Video Release and Professional Instruction</b> .....	15-16
<b>Financial Information</b> .....	17
Tuition and Fees	
Returned Check Policy	
<b>General Information and School Policies</b> .....	18-28
Arrival and Departure.....	18-19
Attendance .....	19-21
Authorized Pick-Up.....	21-22
Before and After School Services.....	22
Bullying Policy .....	22-23
Communication .....	23
Conduct.....	23
Conferences and School Reports.....	24
Device Policy .....	24
Early Release .....	24
Field Trips.....	24
Illness .....	24
Instructional Materials.....	25
Internet Access.....	25
Lunch.....	25
Medications.....	25
Parents' Rights and Privacy Policies.....	25-26
Physical Examinations and Immunizations.....	26
Recess and Physical Education.....	26
Resources.....	26-27
Safety.....	27
School Closing and Announcements.....	27
School Visits.....	28
Student Cumulative Records.....	28

Volunteer Opportunities.....	28
<b>Specialized Services.....</b>	<b>29-30</b>
Counseling.....	29
Educational Assessment.....	29
Family Resource Specialist.....	29
Occupational Therapy.....	29
Speech-Language Pathology.....	29
Summer Programs.....	30
<b>Handbook Highlights.....</b>	<b>31</b>

## Phone Numbers and Email Addresses

During the first week of school, parents are given their child's teacher's e-mail address and direct phone number. Here are some additional contacts you may need.

	PHONE EXT. 314/977-0xxx	E-MAIL xxxxx@cid.edu
<b>Administration</b>		
Lynda Berkowitz, Principal/Early Childhood Center Coordinator	120	lberkowitz
Debbie Coghlan, Executive Assistant	222	dcoghlan
Robin Feder, Executive Director	223	rfeder
Kathy Gallagher, Family Center Director	172	kgallagher
Amy Hudson, Primary School Coordinator	155	ahudson
Andrea Osman, Director of Admissions and Program Evaluation/ESY Coordinator	135	aosman
Claire Soete, Family Center Intake Coordinator	175	csoete
Amy Tighe, Business Manager	234	atighe
<b>Audiology, SLP and OT</b>		
Greta Bohnenkamp, Speech-Language Pathologist	268	gbohenkamp
Jessica Brock, Speech-Language Pathologist		jbrock
Lisa Davidson, Director of Audiology Outcomes	104	davidsonl@wustl.edu
Kathy Holtman, Coordinator of Pediatric Audiology	137	kholtman
Terri O'Donoghue, Speech-Language Pathologist	162	todonoghue
Sarah Oberle, Occupational Therapist	144	soberle
Mary Rice, Audiologist	131	mrice
Jackie Unser, Speech-Language Pathologist	192	junser
Susie Whaley, Audiology Admin. Assistant	104	swhaley
Brittany Wuebbles, Audiologist	127	bwuebbles
<b>School Services</b>		
Donita Gibbs, Administrative Assistant	130	dgibbs
Patti Hoffman, Family Resource Specialist	151	phoffman
Jodi Larson, Accountant	227	jl Larson
Jennifer Lanfer, Administrative Assistant	132	jlanfer
Saadia Walton, Accounting Supervisor	264	swalton
Pat Wasserman, School Counselor	132	pwasserman
<b>Development</b>		
Lesley Heine, Special Events Coordinator	226	lheine
Ann Holmes, Coordinator of Individual Giving	159	aholmes
Melany Nitzsche, Director of Corporate and Foundation Relations	163	mnitzsche
Kim Readmond, Director of Communications	243	kreadmond

Professional Development		
Jessica Klein, Associate Coordinator of Professional Development	157	jklein
Christine Reinholz, Publication Sales	133	creinholz
Bryan Schmitz, Marketing Coordinator	160	bschmitz
Abby Zoia, Coordinator of Professional Development	267	azoia

The school calendar and school directory are also accessible on the CID website: <https://cid.edu>. Click on the PARENTS link on the home page to access the calendar and school directory.



## **Program Schedules**

### CID School

School day:	8:30 a.m.–3:00 p.m.
Before school care:	7:30 a.m. – 8:30 a.m.
After school care:	3:00 p.m. – 5:30 p.m.

### CID Family Center Toddler Class

Monday – Thursday

School day:	8:45 a.m.–11:30 a.m.
-------------	----------------------

### Extended School Year

Monday - Friday

Classes:	9:00 a.m. – 12:00 p.m.
Summer Camp:	12:00 p.m.– 4:00 p.m. (ages 5 and older)

# CID Overview

## History

In 1914, Max Goldstein, MD, a St. Louis physician, opened Central Institute for the Deaf — a place for doctors and teachers to work together to improve ways to help deaf people, starting with children. Initially, he devoted two rooms of his medical offices to CID. His programs included auditory-oral education for children, teacher training, counseling, lip-reading and speech instruction for children and adults and research. These programs evolved over time, and CID built an international reputation as a demonstration school and research center, as the founding home of the science of audiology, and as a source of excellence in graduate training of speech and hearing professionals.

## Today's CID

CID is a leading listening and spoken language school dedicated to the success of its students, families and professional colleagues. In keeping with our rich history and mission, we offer:

- Martha E. Jones Pediatric Audiology Center
- Joanne Parrish Knight Family Center for children birth–3
- Family Center toddler classes 2-year-olds
- Anabeth and John Weil Early Childhood Center for children 3–6
- Early Childhood Center peer program for hearing children 3–5
- Virginia J. Browning Primary School for children 6–12
- Emerson Center for Professional Development
  - Continuing education workshops and presentations for professionals
  - Consultation and training services for schools and school districts
  - Educational assessments, curricula, books, workshops, online courses and social media content developed at CID for use with children who are deaf and hard of hearing
- Washington University affiliation for graduate training
- Evidenced-based practices and research collaborations

Our close relationship with Washington University, including the research, clinic and graduate programs begun at CID, supports high professional standards and our use of technologies and educational methods. CID is financially independent of the University.

## Mission Statement and Core Values

Our mission is to teach children who are deaf and hard of hearing to listen, talk, read and succeed. We partner with families and collaborate with universities, educators and other professionals worldwide to help children communicate to achieve their fullest potential.

## **Core Values**

**Respect:** The voice of every child, family, employee, and professional is heard and respected at CID. We value fairness, tradition, diversity, manners and the needs of individuals, including the need for home and work balance.

**Compassionate Individualized Education:** CID is dedicated to educating the whole child by adapting services to meet the individual needs of each child and family. We are committed to providing these services attentively and selflessly while remaining true to our mission.

**High Expectations:** As members of the CID family, we demand excellence from ourselves and our co-workers and from the students, families and professionals we serve. We are committed to being a professional learning community and therefore a leader in the field. We achieve this through personal and professional accountability, honesty, continual self-improvement/education and all of the values stated herein.

**Reflective Innovation:** We value innovation that contributes to student achievement and the advancement of our field. We achieve this through ongoing evaluation of self, program, and organization. This reflective innovation is fueled by experience, intuition, creative thinking and evidenced-based best practices.

**Communication and Collaboration:** We value sharing and collaborating within and across departments and with families, community, universities, and professionals who can help children who are deaf or hard of hearing achieve their fullest potential. We further recognize that both formal and informal communication between CID administration and staff – from the top down and the bottom up – are paramount to CID's success as an organization.

## **School Departments**

**Joanne Parrish Knight Family Center:** We believe parents are a child's first teachers, so giving them exactly the help they need to begin to work with their children at home is the focus of our caring and experienced Family Center staff. The program offers home visits with flexible scheduling for families. The program offers Toddler classes for 2-year-olds where the children receive small group and individual instruction. Parents and family members may observe anytime. Their involvement is key to the children's success.

All families in early intervention are invited to participate in several Hearing from the Heart Family Fun days throughout the year. These days provide an opportunity for the children to engage in fun activities and offer information and support for parents and caregivers.

**Anabeth and John Weil Early Childhood Center:** The early childhood center is a dynamic, research-based program for 3- to 6-year-olds who are deaf and hard of hearing. The program integrates five vital components: (1) a strong speech, language and listening curriculum, (2) a solid whole child curriculum built on theme-based learning, (3) play-based, experiential learning, (4) peer program integrating children with typical hearing who model natural language interaction, and (5) a strong focus on developing early literacy skills. The children develop speech, language, listening and social skills through fun, engaging, age-appropriate activities. The kindergarten curriculum is based on academic standards for skills and knowledge kindergarteners should master before moving into first grade.

**Virginia J. Browning Primary School:** Our goal is to help our 6- to 12-year-old primary students build a foundation for success in education and in every area of life. CID teachers weave speech, language and listening instruction into a general education academic curriculum that includes reading, writing, math, science and social studies. Our comprehensive program includes gym, music, arts, health and growth, a social skills curriculum, computer instruction and activities ranging from dance to tennis.

## **Professional Development**

**Continuing education workshops:** Each fall, CID holds continuing education workshops for audiologists, teachers of the deaf, speech-language pathologists and other professionals. In the 2017–18 school year, more than 2,600 professionals across 50 states and 34 countries accessed CID developed resources. CID workshops offer continuing education credits from the American Speech-Language-Hearing Association (ASHA) and the A.G. Bell Academy (LSLS). Remote workshop options are also available.

**Educational curricula:** CID-developed functional assessment tools and educational curricula specialize in fostering speech, language and listening skills in children who are deaf and hard of hearing. They have been used in all U.S. states, all provinces of Canada, six provinces of Australia and 39 countries worldwide. For example, the *SPICE for Life* curriculum focuses on functional auditory learning. Our educational tools are piloted in our classrooms and in the field by the multidisciplinary team at CID. A variety of educational tools meet targeted needs. Our products are available at [cid.edu](http://cid.edu).

**Consultation and training services:** CID offers an array of services designed to help public and private schools improve listening and spoken language education opportunities for children who are deaf and hard of hearing.

**Online learning courses:** CID offers online learning courses designed to bring the classroom to professionals in the field of listening and spoken language. Some topics are also beneficial for parents. For example, we recommend that parents watch the half-hour introductory/refresher course, Pediatric Audiology: The Basics at [cid.edu](http://cid.edu). All courses are free to view. CID charges a processing fee for continuing education credits and certificates of completion. Visit the CID Blog for Professionals on the CID website.

**To join us on the CID Facebook page, start to type Central Institute for the Deaf in the search bar. Tag us at @cidschool.**

## **Martha E. Jones Pediatric Audiology Center**

Comprehensive audiologic evaluations, assistance in device selection, hearing aid and cochlear implant services, loaner equipment and speech perception evaluations are all provided by the audiology staff. Full evaluations are administered at least annually.

- **University affiliations:** Many CID Staff are members of the faculty of the Washington University of Medicine Program in Audiology and Communication Sciences (PACS). CID's classrooms and audiology facilities serve as practicum sites for deaf education, audiology and/or speech-language pathology graduate students from Washington University, Fontbonne University and other schools.
- **Applied educational research:** CID staff members collaborate on applied research studies designed to improve classroom practices and clinical techniques. With parents' express written permission, CID students or families may serve as volunteer subjects in such studies.
- **School – Hearing and device services (hearing aids, FM/DM systems and cochlear implants):** The classroom teachers monitor devices daily and report concerns to the audiology team. CID audiologists further evaluate device function during back-to-school checks, at the time of the student's annual audiologic testing and/or as requested by the child, teacher or parent. Audiologic testing and device optimizations are provided as part of each student's tuition. Equipment repairs and replacements that are not covered under a manufacturer's warranty will be billed to the family (private pay). Private pay items must be prepaid before a repair service is performed or new equipment dispensed. In some cases, audiology services and devices may be covered by individual insurance plans or other third-party payers. CID reserves the right to bill accordingly.
- **School – Loaner equipment:** Students are fit with loaner equipment as equipment is available; however, to receive loaner equipment beyond CID school hours, parents must sign a loaner agreement. See CID Loaner Device Policy and Device Responsibility Contract on Pages 10 and 11.
- **Toddler class:** Audiology visits are maintained through the child's state early intervention program or insurance program. CID audiologists monitor hearing and devices (hearing aids, FM/DM systems and cochlear implants) while the child is on-site and/or through traditional appointments in the audiology center. Loaner equipment is available.

## **CID Loaner Device Policy**

We understand the importance of uninterrupted amplification. Whenever possible, CID will provide loaner device(s)/equipment during school hours if your child has a lost or broken device(s)/equipment.

Our CID loaner bank is limited. Therefore, we ask that you take responsibility for our loaner device(s)/equipment during non-school hours while your child is using loaner device(s)/equipment at home.

I understand that if a loaner device(s)/equipment is lost or damaged while in my possession, I will not be able to receive another replacement (or future) loaner equipment.

I do want my child to receive loaner device(s)/equipment during non-school hours. I agree to take responsibility for any/all loaner device(s)/equipment fit.

By checking this box and signing below, I agree to the terms in the attached CID Loaner Device Responsibility Contract.

I do not want my child to receive loaner device(s)/equipment during non-school hours.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

***Please note: The CID loaner equipment policy is modified following transfer of care, such that the managing audiologic center is responsible for equipment loans and/or device settings.***

## **CID Loaner Device Responsibility Contract**

I understand that the goal is to have my child wear his/her device(s) all waking hours. Consistent hearing device use ensures that my child always has the best access to sound possible and will allow my child to hear the sounds needed to learn language.

I understand it is my responsibility to take care of my child's hearing devices. It is my responsibility to:

\_\_\_\_\_ Check that the batteries are working each morning, using the battery tester provided.

\_\_\_\_\_ Listen to the device(s) each morning to make sure it is working properly.

\_\_\_\_\_ Put the device(s) in the Dry and Store Global each evening. This device removes moisture from the hearing aids. Moisture in the hearing aid microphone is the number one reason hearing aids fail to work.

\_\_\_\_\_ Place the device(s) in a protected place, such as the portable dri-aid kit provided, anytime the device(s) are not in my child's ears. The chances of losing the device are greatly reduced by placing it in a secure place every time.

\_\_\_\_\_ Not leave or store my child's device(s) in a car. Every year in St. Louis, hearing devices are stolen out of cars or damaged from the excessive heat in a car.

The device(s) I have received is/are part of a bank of loaner device(s)/equipment used by a large number of CID patients including children enrolled in the school. It is vital that all device(s) be returned to CID in good working condition. A damaged or lost hearing aid means that the next child in need will be unable to benefit from a loaner hearing aid.

I understand that if a loaner device is lost or damaged while in my possession, I will not be able to receive another replacement loaner and may be billed for the replacement cost.

**I have read, understand and agree to the above statements.** \_\_\_\_\_  
(Provider)

**has addressed any questions or concerns I had. This agreement expires in six months.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **Parent Involvement**

**Parents Organization:** The CID Parents Organization plans activities and special events such as fundraisers and social events for families. These events include annual fundraisers, t-shirt sales, an ice cream social and a staff appreciation luncheon.

**Family Connection meetings:** Hearing from the Heart is a family connection and support program that offers evening meetings for all CID families. Hearing from the Heart Family Connection meetings include dinner, childcare, support programs for children with hearing loss and their siblings as well as concurrent support meetings for parents. Notifications are sent home in backpacks and via email. Hearing from the Heart also offers Family Fun days for all Family Center families.

**Family events:** We encourage families to attend a variety of topical and social networking events throughout the school year. Notifications and invitations are usually sent home with your child in his or her backpack or through the mail.

**Ready, Set, Go!** CID offers a mainstreaming support program called Ready, Set, Go! This program gives parents opportunities to discuss current topics related to transition to general education settings. The program is a good way for families to prepare for their child's next educational step and helps ease the transition. Please contact the principal for more information.

## **Accreditation and Awards**

CID's listening and spoken language school program is accredited by the Missouri Department of Elementary and Secondary Education and the Illinois State Board of Education. CID Family Center Staff are credentialed providers for the First Steps program in Missouri and the Child and Family Connections program in Illinois. All CID teachers are fully accredited by the Council on Education of the Deaf (CED). Many CID teachers hold Listening and Spoken Language Specialist certification (LSLS Cert. AVEd). CID professional workshops and online courses are accredited by the American Speech-Language-Hearing Association (ASHA) and the A.G. Bell Academy.

The CID school was built with "quiet school" technology, specifically to meet the needs of children with hearing loss learning to talk. The building has received a Regional Excellence Award from *St. Louis Construction News and Review*, a Construction Keystone Award from the Associated General Contractors of St. Louis, an Eleven Most Enhanced Sites Award from the Landmarks Association and an Impact on Learning Award from School Planning and Management Magazine.

CID boasts the highest rating, Four Stars, from Charity Navigator, a leading charity evaluator as well as the highest Platinum level, Seal of Transparency from Guidestar. CID is an OPTION Schools member.

## **Board of Directors**

CID is fortunate to have the ongoing involvement and support of community leaders who sit on the board of directors. The CID board is composed of 10 working committees that meet regularly and offer valued expertise. The current president of the CID board is Dave Schepers. The board helps facilitate and make executive decisions about planning, fundraising and financial investment and provides oversight of other activities. In addition to members of the St. Louis business and philanthropic communities, the board includes a parent representative as well as CID staff and alumni representatives.

## **Fundraising**

CID's current tuition is a little more than half of what it actually costs to provide a CID education, which is typically about \$57,000 a year per child age 3–12. Thanks to the continued generosity of our many friends in the St. Louis community, across the country and around the world, scholarship funds have been established and are awarded to families based on financial need.

The CID development office facilitates community support through:

- CID OUT LOUD! signature fundraising event held every spring
- CID Young Professionals Trivia Night fundraiser held every winter
- direct mail annual appeals for donations
- named tribute and scholarship funds
- online giving opportunities
- events and activities for our Sponsors group, annual donors of \$1,000+
- corporate and foundation grant proposals
- Legacy Society of individuals naming CID as a beneficiary in their estate plans

CID is a proud member of the United Way of Greater St. Louis.

## **News, PR, Digital Media and Professional Instruction**

From time to time, we include student photos, videos, quotes and stories about students on the CID website, on CID social media and in the CID general e-newsletter, *CID Voice*, in the direct mail newsletter, *sound effects*, in brochures, and in fundraising and public relations materials, including press releases and additional social media. We ask parents to sign a general release giving CID permission to use images of their child along with basic information for these purposes.

For detailed stories or articles that focus on a child and/or his or her family (usually containing photos), we typically interview parents and obtain their help and approval before we publish or share. However, CID may publish, without additional notice, photos with brief news captions or mentions (ex: in the CID newsletter, social media platforms, press releases) that may or may not include basic identifying information such as name, age and city of residence. We may also publish, without additional notice, unidentified photos on the website and other vehicles as well as newsletter stories and public press releases related to graduation. Any graduation or honors releases will likely include basic identifying information. If your child will be graduating or receiving an award and you do **not** wish us to publicly announce his or her achievement (including but not limited to name, age, city of residence/origin, length of enrollment), please contact us and we will honor your wishes.

The Photo and Video Release form you sign at the beginning of the year also permits CID to place video of students on YouTube, with links on the CID website and social media platforms. Our policy is to avoid sharing children's identifying information wherever possible on social media; however this type of information might be included when the video content from a classroom lesson or graduation speech contains it. If you do **not** want CID to post your child's videos on YouTube, please let us know and we will honor your wishes.

From time to time, we incorporate photos and/or demonstration videos of CID students within presentations created to educate or share CID methods and knowledge with professionals, teachers, audiologists, speech-language pathologists and other colleagues who serve children who are deaf and hard of hearing. These can take the form of professional quick tips and continuing education slideshows and online courses, recorded or presented live. We may also grant visitors limited permission to photograph or video children in their classroom for professional, educational or editorial purposes. Signing the release gives CID permission to use or allow others to use anonymous video clips and photos to instruct and help professionals improve listening and spoken language opportunities for other children globally who are deaf and hard of hearing.

We generally allow visitors, volunteers, parents, and staff to photograph or video groups of students at school-sponsored events (ex: graduation and honors day ceremonies) without specific consent of all of the parents.

**\*Please contact CID's Communications Director, Kim Readmond, at 314. 977.0243 to suggest/share content or to voice any questions or concerns.**

We typically have no control over whether children are photographed by others in public places such as on field trips. We cannot control all images and make no guarantee that children without signed releases will not be photographed in large groups or while participating in public activities.

### **Photographs by Visitors and Outside Parties**

1. Staff members typically have no control over other people photographing the children in public places, such as on field trips. However, staff should not facilitate photos for outside parties. Avoid giving any photographer or outside party identifying information about the children. Staff members do not have authority to give permission for CID students/children to be photographed.
2. If visitors ask to take pictures or video on CID property, the CID contact person should have the visitors sign an agreement outlining their responsibility to use the photo/video for educational purposes and not to be shared on social media (business/personal) or for marketing any organization including CID prior to any permission being granted.
3. Restrict images and footage to avoid students' faces. Visitors may take photos from the back of the classroom. Close-up photos may be taken of student devices and student work as long as there is not personally identifying information included.
4. CID teachers should make it known if any student(s) in her class should not be photographed/filmed because parents have not signed a release. Teachers should remove the student from any formal group shots and/or ask the visitor not to take pictures in his or her class.
5. Professionals wanting to capture images for anything other than educational purposes should be referred to the communications department prior to any formal photographing or filming. There are circumstances where this may be permissible

We make every effort to accommodate parents' wishes and to post and provide copies of published materials when available. Please check the websites, [cid.edu](http://cid.edu), and CID's Facebook page from time to time to see if we post your child's picture.

Note: CID does not guarantee any story, press release or photo/video placement.

## **Student/Child Photo and Video Release**

CID—Central Institute for the Deaf is a not-for-profit organization funded in large part by public and private donations. CID’s fundraising and promotional materials, newsletters, brochures, video projects, classroom projects, website, advertisements, e-newsletters, social media, press releases and continuing education presentations often include group and individual photographs, video, voices, images and artwork. In addition, from time to time, CID may furnish images of individuals and groups that are used in other print, digital and/or broadcast media, including but not limited to books, newspapers, journals, magazines, newsletters, digital media and television programs. In addition, at its discretion, CID may grant other organizations permission to take video and/or images in CID classrooms and/or during extracurricular activities for the purpose of publication or education. Sometimes basic identifying information accompanies a picture published in CID materials, newsletters or sent to the press. When a student transitions out of CID, images and video remain in the CID archives and may be used from time to time.

By signing below, you agree that CID may use and/or disclose your child’s photographs, image, likeness, voice, video and/or artwork along with his/her name, age, hearing loss and home town in communication with families as well as promoting CID and the option of listening and spoken language education for children education for children who are deaf and hard of hearing. You also agree to release CID from any and all claims, liability, obligations, loss or causes of action related to such use or disclosure.

---

Student Name

---

Date

---

Parent/Guardian Signature

## **CID School Financial Information**

### **Tuition and Fees**

Generous community support makes it possible for CID to provide student scholarships. No child who is deaf or hard of hearing is turned away based on a family's inability to pay.

Tuition and enrollment fees are due in advance of the school month/semester, payable on the payment plan selected by the family. Late fees will be assessed for each month that tuition and/or fees are past due. Failure to pay tuition and fees may result in the student being required to withdraw from school.

CID releases reports to parents and/or records to other schools or professionals only when all balances due are current. Similarly, CID places on hold new financial aid applications and subsequent fall enrollment applications until accounts are cleared. Accounts in good standing are necessary for students to participate in the graduation ceremony\*.

In the case of changed family circumstances, special arrangements for payment may be made by arranging a meeting with the business manager or accountant.

CID offers an extended day child care program from 7:30 to 8:30 a.m. and 3:00 to 5:30 p.m. Families using extended day before or after school child care must complete the extended day registration form. All child care payments must be made in advance of the month your child will attend.

Fees for all other services are due at the time of service.

### **Returned Check Policy**

The first time a check presented to CID is returned by the bank due to insufficient funds (NSF), the finance office will contact the family for payment or permission to resubmit the check to the bank.

A subsequent returned check will result in the requirement that only cash, credit/debit card or money orders be accepted for payment. There will be a \$35 charge for all returned checks.

---

\* For additional details, please refer to the school Billing and Collection Policy attached to your tuition payment agreement.

## **General Information and School Policies**

### **Arrival and Departure**

**Drop-off of early childhood students:** Students should arrive by 8:25 each morning. All parents/guardians of pre-k students should park in the CID parking lot on Taylor Avenue. Park in spaces designated as CID parent/visitor spaces.

If no visitor parking is available, park in a CID staff space. Please note that if you park in a staff space, you should remain in the building for only a few minutes. If you need to be at CID for any length of time, use a visitor space. If no visitor space is available and you plan to stay for more than a few minutes, please park in the parking garage at Clayton and Taylor Avenues. Be sure to get your chaser ticket in the school office so you don't have to pay for parking. Do not park in any spaces marked for Washington University or Research.

Parents/guardians arriving on time should escort their child down the early childhood center hallway to their classroom. If you arrive after 8:35, you must take your child to the school office. His or her teacher will be notified that the child is arriving late. Please do not walk your child to class, since this is an interruption to all of the children and staff.

When parents become aware that a student will be late, they should call the school office so the classroom teacher can be informed.

**Pick-up for early childhood students:** All early childhood students are dismissed at 3:00 p.m. Parents/guardians should park in the CID parking lot and wait for their child in the lobby. Teachers will escort the students to the lobby to greet their parents. Early childhood students who ride school district transportation are escorted to the circle drive on Clayton Avenue and a staff member assists the student onto the bus.

### **After-school charges apply for late pickup.**

**Drop-off for kindergarten and primary school students:** All kindergarten and primary students should be dropped off between 8:20 and 8:30 a.m. at the circle drive on 4560 Clayton Avenue. A staff member will escort your child from the car into the school. No staff are available at this door after 8:35.

When a student arrives after 8:35, he or she is considered tardy. Please park in the CID school lot and escort your child to the school office. Office staff issue a tardy slip and contact the department coordinator or escort the child to class. Please do not walk your child to class, since this is an interruption to all of the children and staff.

When parents become aware that a student will be late, they should call the school office so the classroom teacher can be informed.

**Pick-up for kindergarten and primary school students:** All kindergarten and primary department students are dismissed at 3:00 at the circle drive on 4560 Clayton Avenue. Please form a single carpool line closest to the curb and pull forward as far as possible. Leave the outside lane for passing and exiting. Your child will be escorted to the car by staff, so please do not leave your car.

If you need to park and come into the building, please park in the CID school lot. There is no parking in the circle drive during pick up times.

Staff will remain at the circle drive until 3:15. If you pick your child up after that time, please park in the CID school lot and come into the school lobby. Extended Day charges will apply.

**Family Center Toddler class drop-off and pick-up:** Teachers pick up students in the lobby at 8:45 a.m. If you arrive after 8:45 a.m., please check in at the office. They will call the classroom so someone can meet you in the lobby and walk your child to the classroom. All parents/guardians of toddler class students should park in the CID parking lot on Taylor Avenue. Park in spaces designated as CID parent/visitor spaces. If no visitor parking is available, park in a CID staff space. Please note that if you park in a staff space, you should remain in the building for only a few minutes. If you need to be at CID for any length of time, use a visitor space. If no visitor space is available and you plan to stay for more than a few minutes, please park in the parking garage at Clayton and Taylor Avenues. Be sure to get your chaser ticket in the school office so you don't have to pay for parking. Do not park in any spaces marked for Washington University or Research. Parents may leave the premises and return for dismissal at 11:30, or they can stay and observe the classroom and/or individual therapy sessions. If parents choose to stay, they should sign in at the front office and get a visitor badge.

When a child arrives after 9:00 a.m., he or she is considered tardy. Parents must go to the front office and the department director will be notified to escort your child to class.

## **Attendance**

At CID, education is a partnership between school and family. To ensure children are successful, CID is committed to providing a quality program with well-trained staff. To receive the maximum educational benefits, it is the parents' responsibility to make sure their child attends school regularly and on time. While CID promotes the importance of family vacations, we encourage them to be scheduled over holiday and school breaks.

- If a child is going to be absent, parents must notify the school office at 314.977.0132 prior to 9:00 a.m.

Valid reasons for excused absences include:

- illness
- doctor's appointment
- death in the family
- dangerous driving conditions
- planned absences approved in advance by the principal

- If a student is absent four (4) days in a row, a doctor's note is required.

- Parents are expected to schedule doctor's appointments or other planned activities on days when school is not in session, if at all possible.

- Absences that are not reported in a timely manner or that are not for the valid reasons stated above are unexcused.

- Coordinators will notify parents after two (2) unexcused absences.
- After four (4) unexcused absences in one semester (Aug.-Dec. or Jan.-May), a meeting will be held with the parents, principal, business manager and executive director to discuss the serious problem.
- After six (6) unexcused absences in one (1) semester (Aug.-Dec. or Jan.-May), a child's enrollment at CID will be terminated.

**Illness:** The reason for this policy is to ensure the health and safety of all students from illness and infection. Please review the information below and let's do all we can to keep ourselves and those around us well this school year.

- **Fever:** Must be fever free for 24 hours (without medication and below 100 degrees)
- **Diarrhea/Vomiting:** Must be symptom free for 24 hours
- **Strep Throat:** Must be on antibiotic treatment with no fever for 24 hours
- **Conjunctivitis (pink eye):** Must have received treatment for 24 hours and eyes must be discharge free
- **Head Lice:** All lice and nits must be removed from the hair
- **Ring Worm:** Must begin treatment and the infected area must be covered while in school for the first 2 days of treatment
- **Impetigo/Staph/MRSA:** Must have received treatment for 24 hours and wounds MUST be covered and taped on all sides
- **Communicable Diseases (influenza, chickenpox, measles, etc.):** Must be cleared by the doctor

If a student arrives at school and is ill or becomes ill during the school day, CID will contact a parent or guardian to pick the student up immediately. If the student is diagnosed with a communicable disease, the parent needs to contact the school office right away so the school can take the proper measures to protect the other students and staff.

Please remember that children must be fever free, vomit free, and diarrhea free for 24 hours before returning to school following an illness. **(Children must be fever-free without medication.)** Germs spread quickly in children. Please err on the side of caution if you feel your child may be ill.

**Tardiness and Early Pick-up:**

- When a child arrives at school after 8:35 a.m. (9:00 a.m. for toddler class), he or she is considered tardy.
- If a child is going to be tardy or have an early pick-up, parents must notify the school office at 314.977.0132 as soon as possible.
- After 8:35 a.m. (9:00 a.m. for toddler class), parents must accompany their child to the front office, where the child will receive a tardy slip. The department coordinator will be notified of the child's arrival and will escort the child to class.

Excused tardies/early pick-ups include:

- doctor's appointment
  - circumstances beyond the family's control (car trouble, weather) that occur unexpectedly and infrequently
- There are no early pick-ups between 2:45 and 3:00.
  - Coordinators will notify parents after six (6) unexcused tardies and/or early pick-ups.
  - After 12 unexcused tardies and/or early pick-ups in one (1) semester (Aug.-Dec. or Jan.-May), a meeting will be held with the parents, principal, business manager and executive director to discuss the serious problem.
  - After 18 unexcused tardies and/or early dismissals in 1 semester (Aug.-Dec. or Jan.-May), a child's enrollment at CID will be terminated.

### **Authorized Pick-Up**

If there is a change in a child's transportation plans, parents must notify the school office. A child will be allowed to leave only with his or her parents or with persons they listed on the authorized pick-up form from their enrollment packet. Until we get to know these individuals, we will ask for a photo I.D.

If you want to have your child picked up by someone not on your authorized list, you must personally call the school office and give them the name of the driver in advance. A photo ID will be required.

If a student must be picked up early, parents are required to send a note to the classroom teacher or to call the school office stating the time and reason for the early release. **Students may not be picked up between 2:45 and 3:00 p.m.**

Occasional late pick-up: Arrangements may be made in advance with the school office for occasional late pick-up, not to exceed 5:30 p.m. In these cases, parents are responsible for after school child care fees. Please ask the school office for details.

Parental custody: By law, if parents are legally separated or divorced, each parent has equal access to the custody of the child unless a parent has a court order indicating which parent has custody of the child and/or that the parents have a specific custody schedule. To exclude a parent from picking up a child, the school must have a copy of the court order on file; otherwise, either parent may pick up the child from school with proper identification.

CID will follow the provisions and custody schedule set forth in the court order with respect to the release of children from the school. Both parents must agree in writing that either parent may pick up the child at any time despite the court order, or that the parents will follow a different pick-up schedule than what is contained in the court order. If there is a dispute as to whether or not a certain third party can pick up the child from CID, then the parent with the sole legal custody shall make the final decision as to whether or not the third party may be authorized to pick up the child. If the parents have joint legal custody, then the third party may pick up the child only if agreed to in writing by both parents.

## **Before and After School Services**

**Child care:** Before and after school care is available from 7:30 to 8:30 a.m. and from 3:00 to 5:30 p.m. Fees and payment plans related to the CID Extended Day Child Care Program can be obtained from the school office. Parents who enroll their child in the Extended Day Child Care Program must pay each entire month's fees in advance. Families not enrolled in the child care program may arrange occasional late pick-up by contacting the school office in advance. After school child care fees will apply. Before and after care services are billed at a flat daily or monthly rate. Services are not pro-rated based on the time the child spends in the program on any given day.

All children must be picked up by 5:30 p.m. Families will be charged an additional \$20 for pick up after 5:30.

Please note: All students not picked up by 3:15 will be sent to the Extended Day Care Program and after school child care fees will apply. Students will NOT be allowed to sit in the lobby or any other area at CID to wait for a late parent/guardian.

## **Bullying Policy**

The mission of CID—Central Institute for the Deaf is to teach children who are deaf and hard of hearing to listen, talk, read and succeed. The voice of every child, family, employee and professional is heard and respected at CID. We value fairness, tradition, diversity, manners and the needs of individuals.

In order to achieve our mission, we must ensure students, families, employees and professionals are provided with a safe and healthy environment.

Bullying is unwanted aggressive behavior that involves a real or perceived power imbalance, causing embarrassment, pain or discomfort for someone. There are several types of bullying including: teasing, name calling, taunting, threatening to cause harm, physical violence, leaving someone out on purpose, making fun of someone's appearance or mannerisms and taking or breaking someone's things on purpose.

CID will not tolerate bullying of any kind and expects staff and students to immediately report any incidents of bullying to the principal or department coordinator. If a staff member is witness to any act of bullying, steps to intervene should be taken when it is safe to do so. All complaints of bullying should be documented and promptly investigated. This applies to incidents on school grounds as well as during school-sponsored activities.

Staff members should:

- foster in our students: self-esteem, self-respect and respect of others
- lead by example and demonstrate high standards of personal and social behavior
- Be alert to signs of distress and other possible signs of bullying and deal with any observed instances of bullying promptly and effectively
- record and maintain a record of any and all bullying incidents
- address the issue with the students involved, their parents and staff members and give appropriate consequences in alignment with CID's conduct policy

CID will work together with students and parents to maintain a safe and healthy environment at all times.

## **Communication**

Teachers communicate with parents through formal and informal conferences, report cards, progress reports, written notes, e-mail and letters and phone calls. Parents who wish to communicate with a teacher are encouraged to make an appointment by telephone, e-mail or note. Once the appointment is scheduled, parents must notify the school if they will be late or if the appointment needs to be rescheduled.

When a problem or concern arises between parent and teacher, the parent and teacher involved should attempt to work out the issue together. These situations can usually be settled through sincere, open dialogue. If it becomes difficult to reach an agreement, or if the issue persists/escalates, the parent and/or teacher should approach a coordinator/principal for assistance, followed by the executive director if needed.

CID offers bilingual support to linguistically diverse families by hiring translators or interpreters for school programs when needed. These may include conferences, parent meetings or school activities. If necessary, written communication may also be provided in the family's native language. In addition, the staff is sensitive to linguistic and cultural diversity and can access support to assist families when necessary.

## **Conduct**

CID uses a positive approach to discipline, giving clear instructions and expecting and/or helping all students to follow them respectfully. All CID teachers have received instruction in the area of behavior management. CID staff members and students are expected to interact in an atmosphere of mutual respect.

If an act of misconduct cannot be handled through routine measures, the department coordinator will investigate the situation. In such cases, this person may contact the parents to determine the best course of action. This action may include developing and implementing a behavior plan. In the event that behavioral interventions are unsuccessful and the student's misconduct continues to result in the student not benefiting from the program, or in hampering other students from benefiting from the program, the principal may require that the student withdraw from the program.

## **Conferences and School Reports**

Conferences and observation time are scheduled at least once each semester with parents and the student's coordinating and classroom teachers.

Conferences are designed to report progress and to contribute to a better understanding of the student by all concerned. Each year, an Individualized Educational Plan (IEP) is developed and/or updated with the parents and appropriate staff. A written Educational Report or Progress Report is sent after the close of the school year. If you have questions about it, please contact a department coordinator.

## **Device Policy**

CID is committed to the continuous use of appropriate listening devices for each child. CID and parents (caregivers) collaborate to ensure that children wear their devices all waking hours in order to maximize learning time.

The foundation for learning to listen and talk is consistent use of well-fit hearing devices. Consistent device use ensures your child has the best access to sound possible and will enable your child to hear the sounds needed to learn language.

It is the expectation that every child/student attending CID wear his/her hearing devices ALL WAKING HOURS. This includes all waking hours outside of the school day, weekends, holidays and school vacations. Parents/guardians must make device use a priority to maintain enrollment at CID.

### **Early Release**

On designated days, school will be dismissed early to allow for staff professional development. On such days, the students will be released at 1:30 p.m. For specific dates, please refer to the school calendar on the inside front cover of this handbook. There is no after school child care on early dismissal days.

### **Field Trips**

As an extension of the students' educational experience outside of the school building, CID offers recreational field trips as well as field trips related to specific curricular purposes. Department coordinators send home a consent form containing detailed information about specific field trips.

### **Illness**

If a child is ill, please notify the school office at 314.977.0132 prior to 9:00 a.m. in order for the absence to be considered excused. Please remember that children must be fever free, vomit free, and diarrhea free for 24 hours before returning to school following an illness. **(Children must be fever free without medication.)** For additional information regarding illness policies, please see page 20.

### **Instructional Materials**

The school provides most books and some supplies needed for the regular instructional program. We ask parents to provide the items specified on the department supply list. Students are responsible for the care of all items provided by CID for their use, and parents are expected to pay for lost or damaged books and equipment.

### **Internet Access**

Children age 3 and up sometimes have access to the internet for educational purposes. This always takes place with adult supervision. Parents are required to sign the Acceptable Use Policy before their child is allowed to use the internet.

### **Lunch**

Children in pre-k eat lunch at 11:30 a.m. and children in kindergarten and in the primary school eat lunch at noon each day. Parents must provide a **lunch** and a **drink** for their child every day. We encourage you to send healthy food and drinks that your child likes. Soda is discouraged.

## Medications

Prescription medications will be administered only with clear and proper written authorization from a doctor and must be in a pharmacy labeled container with specific dosage instructions. All prescription medication **will be dispensed by the principal or department administrator**. Over-the-counter (OTC) medications will NOT be administered at school unless accompanied by a doctor's authorization with specific written instructions. In these instances, the school principal or department administrator will administer the OTC medication.

## Parents' Rights and Privacy Policies

**Procedural safeguards:** Parents are an integral part of the decision making process and should work cooperatively with school officials without forfeiting their own ideas or goals for their child. There may be a time when you and your public school system disagree on the course of your child's education. Many disagreements can be resolved by communicating with your public school principal or other school system personnel. Procedures are also established under state and federal law to address your concerns.

**FERPA:** Confidentiality of student information will be maintained at all times and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA). This act guarantees an individual protection of his/her privacy regarding educational, medical, legal and other matters. This protection results in the guarantee of privacy for school files containing identifying information about a student including, but not limited to, the student's name, address, disability, skills, progress, strengths, needs and finances. Relevant and specified school staff has access to the file information. This information will be kept confidential and discussed during appropriate times throughout the school day. The student's parent or legal guardian must sign a release for file information to be disseminated to a person or agency other than the parent/legal guardian or the student's school district if that school district is the provider/payer for the student's appropriate educational program. Parents also have the right to request a list of the types and locations of educational records and a list of any parties who have accessed information in that record.

**HIPAA:** CID respects the confidentiality of your child's health information and recognizes that information about your child's health is personal. The federal Health Insurance Portability and Accountability Act mandates confidentiality regarding health and medical records, and CID adheres to the standards prescribed therein. Copies of the Notice of Privacy Practice are available in the school office.

**Educational research:** From time to time, CID staff may participate in educational, social and other types of research with the possibility to produce future benefits for children with hearing loss. Children's participation in research projects other than those involving the use of educational tests, surveys, interviews or observation of behavior will require separate parental consent. Only with prior written permission may CID students and families become volunteers for research studies.

## Physical Examinations and Immunizations

Physical examinations, completed by a physician, are required for all students age 3 and older who are new to the CID school. Students must have been examined within one year prior to first entering school. Physicals are again required by the beginning of the school year following

each student's fifth and tenth birthdays. Parents of Family Center students must submit immunization records before attending the Toddler class.

All students must meet immunization requirements, set forth by the state, prior to enrollment. Each student's immunization records should be updated annually to indicate that the student has received required booster shots. Students will not be allowed to attend school without verification that they have been immunized or properly exempted. Verification of immunization must show types and dates.

## **Recess and Physical Education**

Outdoor recesses are scheduled each day. Parents should be sure their child's clothing is suitable for outside play activities every day. Indoor activities are planned during inclement weather when students cannot play outside. After an illness, a student who presents a written request from a parent will be permitted to remain indoors for the designated length of time. In some cases, a doctor's note may be required. **All students must wear or have gym shoes and socks for daily physical education activities.**

## **Resources**

### **[www.cid.edu](http://www.cid.edu)**

Please feel free to explore the CID website. Contact Kim Readmond at **977.0243** to provide or suggest content.

### ***CID Voice e-newsletter***

Sign up on the CID website to receive this email two or three times per year.

### **CID Facebook Page**

Search Facebook for @CIDSchool. Like us and watch for CID news. We'd love to share your posts as well. Contact Kim Readmond at **977.0243** to provide or suggest content for Facebook, *CID Voice*, *Sound Effects* or the CID website.

### **[www.listeningandspokenlanguage.org](http://www.listeningandspokenlanguage.org)**

The **Alexander Graham Bell Association for the Deaf and Hard of Hearing** is an international organization dedicated to ensuring that children with hearing loss have the chance to learn to speak. We encourage parents to investigate this organization and connect to a world of other families who have chosen to help their children learn to listen and to talk. The A.G. Bell Association usually offers a free trial for new members who are parents.

### **[cicircle.org](http://cicircle.org)**

We highly recommend the website and user group CI Circle to parents of children who have cochlear implants.

## **Safety**

CID maintains an environment that promotes safety and ensures the protection of all students. The CID Emergency Guide provides information for school staff members who share the responsibility of implementing general safety policies. We also hold fire, tornado, intruder and earthquake drills regularly throughout the school year in accordance with state requirements to familiarize students and teachers with emergency procedures.

In order to provide a safe environment, the carrying or possession of any type of firearm or

other dangerous weapon on the premises of CID is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### **School Closings and Announcements**

All CID families are automatically entered into the SwiftK 12 Notification System upon school enrollment. In the event of a school closing or late start due to inclement weather, families receive an alert via text. Announcements are also made on local television stations. If a late start is announced, both Family Center Toddler classes and school classes will begin at 10:00 a.m. **On a given day, it is the responsibility of each parent to decide if the road conditions are too hazardous for driving.**

In order to ensure the safety of families and staff, CID may decide to close early on any given day due to impending inclement weather. In these instances, families will be notified via text through the SwiftK 12 Notification System with specific time of school closing. CID will notify school district transportation offices as well. We ask that parents make every effort to pick up their child by the early dismissal time so that staff can also get home safely. Parents may also pick up their child early due to impending inclement weather even if CID does not close early. There will be no after-school care on these days. Designated CID staff will remain in the building until all students have been picked up.

Announcements regarding upcoming CID events and other school-related information is also sent to families through the SwiftK 12 Notification System.

### **School Visits**

Parents are always welcome to visit and observe their child in the classroom. Please make appointments with the department coordinator for these visits and sign in at the school office upon your arrival.

### **Student Cumulative Records**

In the event that parents are legally separated or divorced pursuant to a court order, with joint custody of the child, or with the noncustodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education, medical treatment and general welfare. A noncustodial parent without visitation rights pursuant to a court order is not entitled to access to his or her child's records or information unless such court order provides otherwise.

In the event that parents have never been married, and there is a court order establishing paternity of the biological father and custody of the child, with the parents having joint custody of the child, or with the noncustodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education, medical treatment and general welfare. However, a father of a child without a court order establishing paternity and custody shall not be entitled to a child's records or information absent a signed consent by the child's mother. A noncustodial parent without visitation rights pursuant to a court order is not entitled to access to his or her child's records or information, unless such court order states otherwise.

## **Volunteer Opportunities**

CID appreciates the efforts of its volunteers, including parents who work on fundraising events or make themselves available to talk with other prospective parents, either by phone, in person or via e-mail. Other opportunities may include coaching, reading to the children or sharing information about a trip or occupation with students when it fits into their curriculum. If you just have an hour or two on your hands while waiting for your child to get out of school, you may want to spend it working on mailings or office filing or helping to assemble test kits. Please contact the school office if you wish to become a volunteer.

## **CID School Specialized Services**

### **Counseling**

For kindergarten and primary students, our CID school counselor teaches a weekly class covering health and growth related topics, including how to be assertive, how to work toward success, problem solving, social skills, communication strategies and more. The counselor provides small-group and individual counseling for children experiencing a special problem such as a death, illness or divorce in the family. When needed, she collaborates with parents and department coordinators about such issues as they affect the child.

### **Educational Assessment**

CID students are regularly tested on a range of skills and abilities so the teachers can constantly target instruction where needed for each individual child. We give parents detailed reports of their children's progress. Each year, we also use data from this testing and from other research to evaluate and improve CID programs for next year.

### **Family Resource Specialist**

The Family Resource Specialist works with CID families, directly or indirectly through other staff members, to connect them to additional community resources that meet their needs that are outside the scope of CID's program services. Parents may contact their child's teacher, parent educator or department coordinator with specific needs; or parents may contact Patti Hoffman, Family Resource Specialist, directly. Patti's contact information is listed in the front of this handbook.

### **Occupational Therapy**

CID provides Occupational Therapy (OT) services and comprehensive evaluations as needed throughout the school year. Our teachers collaborate with the Washington University School of Medicine Occupational Therapy Program regarding individual recommendations. When appropriate, services are individualized to meet a child's needs at no additional cost to the family. Our OT staff is able to assess the children's motor skills and give the teachers therapeutic approaches to enhance participation and learning in the classroom.

### **Speech-Language Pathology**

Students receive speech-language instruction as an integral part of their classroom education. Speech-language pathologists also provide individual speech instruction services for students who require additional help in an effort to meet their speech goals. All children receive an annual speech and language evaluation. The results are reported to parents and discussed during the parent conferences.

In some cases, speech therapy services may be covered by individual insurance plans or other third party payers. CID reserves the right to bill accordingly.

### **Summer Programs**

**Extended School Year (ESY):** ESY is a four-week summer program open to CID students and other children ages 3-12 who are deaf and hard of hearing. The program features

morning speech, language and academic instruction for all students and engaging afternoon field trips to great places in St. Louis for students five and older. ESY is important to keep students from regressing in their speech, language and academic skills over the summer as well as to learn new vocabulary and language. Families should plan vacations accordingly to ensure students receive full benefit from the ESY program. (The school calendar with ESY dates can be found on the inside front cover of this handbook).

**Summer Enrichment Program:** CID's summer enrichment program is open to CID graduates and other general education students who are deaf or hard of hearing between the ages of 6 and 15. The program is a way for students to reconnect with old friends, make new friends and enhance their communication, listening and peer relationship skills. The children participate in creative theme-based activities such as theater, art and journalism, culminating in a challenging group project/presentation.

## **CID School Handbook Highlights**

CID partners with families to help children communicate to achieve their fullest potential. In order to do so, both the staff at CID and the family agrees to the following responsibilities and expectations as they represent our core values.

- I will make sure my student is at school on time (8:30 a.m.) every day, ready to learn.
- I will make sure my student is picked up every day promptly at 3:00 p.m.
  - If my student is picked up after 3:15 p.m., he or she will be sent to aftercare and there will be a \$20 late pick-up fee charged to my account
- If my student attends aftercare, he or she will be picked up by or before 5:30 p.m. If a student is picked up after 5:30 p.m., an additional late pick-up fee will be charged to my account.
- If my student does not normally participate in the before or aftercare program and needs to attend on a particular day, I must notify the school office and pay the fee (\$5 for before care and \$20 for aftercare).
- I will make sure tuition and fees are paid in a timely manner. If unable to keep up with payments, it is my responsibility to contact the Finance Office to work out a reduced payment schedule until I am able to get all payments up-to-date.
- I will make sure my student has been temperature free, vomit free and diarrhea free for a full 24 hours before returning to school an after illness.
- I will attend all scheduled meetings, observations and conferences.
- I will provide lunch and a drink (non-soda) daily for my student.
- I will make sure my student wears his or her device(s) during ALL WAKING HOURS. This includes after school, weekends, holidays and school vacations. Device use is essential to my student's ability to learn and perform to his or her fullest potential.

# NOTES

# NOTES

# NOTES

# NOTES