

# Parent Resource Guide

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## Drop Off and Pick Up

- Please park in our mulch areas on either side of the school when dropping off and picking up. The circular drive needs to remain clear so that other cars can get in and out safely.
- For safety, students without off-campus permission should never walk to the car or from the car without a staff or parent with them or watching them.
- Parents need to limit their time at school to no longer than 15 minutes. Anything longer than 15 minutes needs to have prior approval through School Meeting or an official School Meeting Corporation or Committee. This allows the children to begin their day promptly and allows staff to focus on students and school processes. Parent Conferences can always be scheduled with Staff.
- Put students in charge of packing up all of the essential items they may need for the day; including lunch, snacks, drinks, change of clothes, special toys or projects she may want to bring in for the day, etc. Students will feel empowered to be self-sufficient throughout the day and will learn quickly to remember wanted items next time when they forget to pack them for that day. (Kitchen Corporation will continue to sell bottle water for \$0.25 and snacks for \$0.50)

## While on Campus

- It is important to follow all School Meeting rules when on campus. The Sudbury environment is self-governing and rules are created at the weekly School Meeting. These rules apply to all students, staff and visitors equally. It is important to familiarize yourself with the rules of the school located in the published Law Book. Below are some key rules that parents frequently run into while on campus. Please self-govern.
- Eating and drinking are only permitted in the main room and outside, unless it is water in a closed container. **Eating is not permitted in the building after 2:45 (Helping Hands time) until the start of after- school at 4:00.** There is also no cooking after 2:30 unless prior approval from Kitchen Corporation.
- All equipment at the school is overseen by a corporation. One must be certified by a director of the Corporation before using the equipment. On the rare occasion that you may need to use

equipment at the school, i.e.: microwave, copier, computer, etc. please make sure you check procedures with the corporation responsible for the equipment.

## **After School Program**

- The After School Program will be available on all school days from 4:00-5:00p.m. If the school is unable to offer the After School Program on any given day, an email will be sent out to notify all families.
- The cost of the ASP is \$5.00/hr. or \$2.50/half hour. All payment goes directly to support the costs for running this program.
- Students who stay after 4:00p.m. will be added to the ASP list and costs will be calculated on 30 minute increments. The ASP Staff will let you know your balance on a weekly basis. It is important to keep your payments current.
- Please plan to pick up your child by 4:45 p.m. After School Staff need to lock up and leave at 5:00, so plan enough time to ensure that you and your student are gone by 5:00.
- If you are delayed for an unforeseen situation, please call the school to let the After School Staff know what has happened and make arrangements for pick-up. There will be a \$1.00/minute charge for any pick-ups after 5:00.
- Just as our students self-regulate, we ask the parents to self-regulate as well. Failure to follow any of the After School Program rules can result in loss of the use of the program.

## **General Concepts**

- Relax and Trust your children in deciding what to do with their day. This sounds simple, but it is the hardest challenge as parents of students in a Sudbury School. The more trust you have in your children; the more trust they will have in themselves to create their day and eventually, their lives.
- When your children tell you about an issue they may be having with another student, simply listen. Encourage them to use the process of JC, mediation or assisted dialog if they feel that they need help with the situation. Remember not to jump to conclusions. There is usually a new perspective revealed when all the information is collected and different perspectives are discussed from everyone involved.
- If you have an idea or a request that you would like School Meeting to consider, please submit it in writing to the School Meeting Facilitator. Your submission will be read and considered at the next School Meeting. It is much better for you to submit your idea than to have your student take responsibility for an idea that he may not feel connected to.

- We have numerous reading materials, videos and resources to help you with your questions as you journey in your Sudbury experience. We have an incredible community of parents who are all at different points in their own journeys and will be happy to share their experiences with you.

## **Parent Volunteering**

- As you know, keeping tuition low is an absolute priority. In order to keep the School running at low tuition rates requires everyone's mandatory participation in our one official fundraiser, The Valentine's 5K and 1 mile Race in February. Please read all emails that are sent out from the school, especially the 5K emails that begin in the fall.
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- Volunteers are sometimes needed to help out with student projects/ interests during the school day. The students initiate the request for assistance and a volunteer is sought out and set up through School Meeting or an official School Meeting Corporation or Committee.
- Students are always seeking out drivers for upcoming field trips that they are coordinating.

## **Donations**

- The School Meeting asks that every family donate paper goods and/or green cleaning supplies to the school. Paper products include: paper towels, toilet paper, napkins, paper plates, tissues, office paper, etc. Please bring in a donation during the first few weeks at the start of the school year. If you are out shopping and see a good deal, please remember to include the school. Our Information Clerk will send out an email during the school year to let you know when the school needs more donations. Through your donations, the school is able to keep tuition as low as possible. Thank you!

## **Birthdays**

- If you want to bring something in for your student's birthday, please make sure to include necessary plates, napkins, bowls, utensils, etc. that are necessary for serving. Ice pops require SM permission.

## **Sick Policy**

- Coming from the Department of Health, Students need to stay home for at least 24 hours being free of fever (100.4), vomiting, and/or diarrhea without medication.

## **Lice Policy**

- Any student found to have lice or nits will be sent home immediately.
- Students need to be nit free for at least 24 hours before returning to school.
- Students with live lice need to be lice free for at least 48 hours before returning to school.
- The child's room, ie bedding, pillows, and plush toys should also be treated, and the room vacuumed. Hats, clothes, and bedding should be washed and dried in a hot dryer for at least 90 minutes.
- We also recommend wiping down your car seats, especially if you have cloth, but even with leather.
- Whether your child had lice or not, but especially if they did, you must keep checking their head for 7 to 10 days to be sure they are clear.
- Students are not allowed to bring plush toys, blankets or pillows to school for at least 5 days during a lice outbreak.
- One of our parents familiar with treating lice highly recommends a product called "Lice Free Spray," available at Target & Walmart.
- Also, several of our families have used a service they were happy with called "Tampa Lice Removal" at 727-619-8751 or 813-525-8895. They offer a 100% guarantee for a \$99.00 flat fee.

## **Attendance Policy**

- Students are allowed 10 sick days for the school year.
- Students are allowed 7 personal days for the school year.
- Any further absences from school require School Meeting permission or a doctor's note.
- Sick days and personal days will not be deducted if the student is able to meet the FDOE's minimum required hours for the week on the other days he/she is in attendance.