



Selle Valley Carden School

Providing Academic Excellence Through The Carden Method In A Christ-Centered Environment

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Parent Handbook & Enrollment Application

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Selle Valley Carden School

***Providing Academic Excellence Through The Carden Method In
A Christ-Centered Environment***

MISSION & PHILOSOPHY: SVCS is committed to providing a positive learning experience that is conducive to the development of Christ-like character and behavior and will be the cornerstone of your child's future success. Our focus on a child's overall growth enables not only academic readiness and preparedness, but also their social, emotional, spiritual, and physical growth that will help your child become a productive member of society. Children get the opportunity to explore, question, and learn within a fun and supportive environment. We believe that each child has unique and individual talents and interests and our teachers honor these differences with customized attention and activities to help each child learn and grow at their own pace, in their own style. SVCS acknowledges that God is the source of truth, and that He has revealed His truth to man through the Bible and the person of Jesus Christ. All instruction and materials are consistent with our understanding of God's truth.

STATE LICENSED: Selle Valley Carden School is an Idaho state licensed childcare center. It is our policy to meet and exceed state standards for childcare centers. The standards relate to facilities, staff, health and safety procedures, nutrition, child/staff ratios, and record keeping. Rigid enforcement of state and city health, fire, and licensing standards are in the best interest of all children.

NON-DISCRIMINATION POLICY: No person shall, on the basis of color, race, religious belief, national origin, or gender, be denied the benefits of or the activities of Selle Valley Carden School.

SPECIAL NEEDS: SVCS will accept any child whose needs can be met in the school setting, provided that space is available in the program. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to him/herself or to the other children and this must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden.

HOURS & HOLIDAY SCHEDULE: Hours of operation are 7:30 a.m. to 4:00 p.m. Monday through Friday. During summer, holiday breaks, teacher in-service, and snow days, SVCS will be closed. You will be provided a copy of the school calendar for your records.

ENROLLMENT:

Upon enrollment and to guarantee your spot, you must have:

1. Paid fees
2. Filled out completely and signed Handbook / Enrollment Application Packet
3. Provided SVCS with Current Immunization Records
4. Signed Emergency Medical Release / Authorization of Emergency Treatment
5. Signed Field Trip Permission Slip Disclosure
6. Child Discovery Form
7. Parent Involvement / Traits Survey

Enrollment forms must be updated as necessary regarding all information contained on the form. Any changes in address, emergency information, work, telephone number, etc. is the responsibility of the parent to notify SVCS and provide updated records. In the event the program reaches capacity, prospective applicants will be placed on a waiting list.

When a child is brought to SVCS in the mornings, the parent/guardian must bring the child into the building and sign them in. The greeting teacher should be told that the child has arrived. Children may not enter or exit the building without an adult in attendance. Children are not allowed to leave on their own with any unauthorized individuals. If someone other than the parent is to pick up your child please tell us at the time of drop-off. We require photo ID for anyone other than a parent picking up a child. We cannot withhold a child from his or her parents unless custody papers are on file. We will follow the guidelines indicated by the courts regarding visitation. Parents are responsible for keeping SVCS supplied with current documents.

SVCS staff must be informed of special problems or needs of the child including, but not limited to, allergies, sunburns, medications, or other medical conditions such as ADD or ADHD.

WITHDRAWALS: if you find it necessary to withdraw your child from SVCS, a mandatory meeting between parents and school administration will take place. Family will be required to fulfill their financial commitment to SVCS for the entire school year. The remaining balance through the current school year will be due at the time of withdrawal. Failure to pay balance will result in your account being turned over to a collection agency.

DISMISSALS: SVCS reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and, or SVCS to continue enrollment. SVCS services may be terminated when the following occurs:

- Parental abuse of the policies and procedures.
- If SVCS cannot meet the physical, mental, or emotional needs of the child.
- When account is not kept current.
- Unacceptable behavior by child in relation to the rights and safety of the other children and staff.
- Parents using offensive language or harassing staff.

ILLNESS: SVCS cannot accept any child who has a contagious disease or any of the following:

- Fever: any child with a body temperature of 100° or above in the last 24 hours.
- Diarrhea: three or more watery stools within a 24 hour period.
- Vomiting: two or more occasions within a 24 hour period.
- Contagious skin or eye infections.
- Uncovered, seeping wounds.

If the above occurs at SVCS, the parents will be called to pick up their child. The child must be picked up within one hour of being notified. The child will be isolated to protect the well children from contamination. If your child has a contagious disease, please let us know so that other parents may be notified that their child has been exposed. A child with a communicable disease should have a doctor's release before returning to SVCS. If a child is sent home with a fever, they must be free of fever at least 24 hours before returning. We desire conditions that encourage cleanliness and good health practices among both staff and children.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. If your child is well enough to come to SVCS and the weather permits, all children will go outside. Please dress your child appropriately for the weather.

MEDICATIONS: for prescription medicine to be administered, it must be in its original container with the child's name, current date, and frequency to be given. It must be current and stored according to the instructions. Over-the-counter medicine may be administered if it is in an unopened container and is accompanied by a doctor's note prescribing it. A record will be kept each time medication is given to your child.

EXCEPTION: SVCS staff will administer syrup of Ipecac if instructed to do so by poison control or emergency medical services.

INJURY: Although supervision is constantly given, SVCS cannot be by your child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non-life-threatening way, SVCS staff will assess the child and administer first aid. If treatment by doctor is needed we will make every effort to contact you and/or the doctor you have chosen. In the event of an emergency, we will make sure your child receives the necessary emergency treatment until you are reached. The authorization for emergency treatment must be signed when you enroll your child. Parents are responsible for any expenses incurred due to an injury.

CHILD MALTREATMENT: any sign of maltreatment, abuse, and/or neglect will be reported to child protective services. All information will be kept confidential.

BIBLICAL TEACHING: SVCS strives to establish Christ-like behavior in all children attending and challenge them to perform at their highest level of achievement in all areas. SVCS is sensitive to doctrinal differences between families and focuses on the fundamental teaching of the bible. Children will participate in a devotional each morning where biblical truths are taught and they are encouraged to act on these truths throughout their day.

DISCIPLINE: discipline will be individualized and consistent for each child. It shall be appropriate to each child's level of understanding and be directed toward teaching the child acceptable behavior and self-control which is pleasing to God.

- Physical punishment shall not be administered to children.
- Staff/volunteers should not shame, humiliate, frighten, physically or mentally harm children, or label them negatively.
- Discipline shall not be associated with food, rest, or illness.
- The length of time a child is placed in time out should not exceed two minutes per year of the child's age.

It is the philosophy of Selle Valley Carden School to provide positive discipline to children and to encourage them to handle situations in a manner pleasing to God. These are suggestions to be used by staff/volunteers:

- Redirection: suggest appropriate behavior. Relate situation to morning devotional teachings.
- Biblical encouragement: Identify bible verses that help the child understand why the behavior is not appropriate. Help them see that it's God's desire for them to act differently.
- A quiet, private talk: show respect for the child's feelings. Get down to the child's level and give the child complete attention. Be direct and brief.
- Direct praise: praise a child that is behaving appropriately. Catch the child being good and comment on that to the child. Avoid always catching the child engaging in inappropriate behavior.
- Indirect praise: praise a child who is behaving the way you want the rest of the group to behave.
- Role model: the staff should always be a role model for the students.
- Logical consequences: the outcome is a natural consequence of the behavior.
- Arrange contingencies: for acts of physical aggression or other serious offenses, a "timeout "or supervised separation from the group is appropriate. Staff will give a forewarning, then follow through in a firm, fair, and friendly manner with the action announced. When a child is calm enough to listen, the reason for the timeout will be explained. Staff will listen to the child tell how they felt, why they did what they did, and the teacher will tell how she/he felt about the situation. It is very important that we take time to listen to the child's side of the story.

Learning to express emotions verbally and honestly is a normal part of childhood.

Staff/volunteers will help by modeling appropriate behavior and by teaching an acceptable vocabulary to express anger, annoyance, sadness, etc. Staff/volunteers must keep their eyes and ears open to possible discipline problems that can be avoided and we must always listen to what children have to say.

These are the SVCS rules for children:

- Always follow directions.
- Use inside voices while indoors.
- Be respectful to adults and other classmates.
- Clean up after yourself.
- Keep hands, feet, and other objects to yourself.
- Follow playground rules.
- Be a good example to everyone around you.

These are the consequences for children abusing the rules:

1. Verbal warning- this reminds the child of the rule broken. The key is to learn from their mistakes.
2. Timeout- this allows the child to think about what he/she did wrong and what to do in the future so as not to make this mistake again.
3. Speaking to parent – if a rule is continually broken, it will be documented and the parent will be informed.
4. Remove from class – the child may be removed from the setting to allow the child to calm down.
5. Suspension – in cases of severe or continuous behavior problems.
6. Withdraw from the program – continued behavior problems after suspension.

If a child is disenrolled due to behavior, he/she will not be allowed to re-enroll until the next school year and it will be on the probationary basis.

BULLYING: respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, it robs a person of their dignity, retracts from the safe environment necessary to promote student learning, and will not be tolerated by the administration. Students who bully another person shall be held accountable for their actions whether it occurs on the school premises, off school premises at a school sponsored or approved function, activity, or event, or going to or from school or a school activity.

Definition: Bullying is any pattern of behavior by a student, or group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of reoccurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of "bullying" may include but is not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic complaints about another students personal appearance.
2. Pointed questions intended to embarrass or humiliate.
3. Mocking, taunting, or belittling.
4. Nonverbal threats and/or intimidation such as "fronting "or "chesting "a person.
5. Demeaning humor related to a person's race, gender, ethnicity, or personal characteristics.
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans.
7. Blocking access to school property or facilities.
8. Deliberate physical contact or injury to person or property.
9. Stealing or hiding books or belongings.
- 10.Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they considered to be bullying; including a single action which if allowed to continue would constitute bullying, to SVCS staff. Parents may submit written reports of incidents they feel contribute to bullying, or if allowed to continue would constitute bullying, to SVCS staff. Students found to be in violation of this policy shall be subject to disciplinary action up to and including un-enrollment.

DROP-OFF/PICK-UP: Please have your child to school by 8:20 every day. You may drop off as early as 7:30. Class will begin at 8:30 each morning. Your child needs to have their lunches, backpacks and other items neatly put away in their cubbies and hanging up before school begins. This is also a great time for a bathroom break before entering into class. Please say your good-byes before school begins as to not cause any distractions when beginning class. We will be dismissed from class by 3:15 each day (1:30 Preschool). Please do not come into the classroom until the door has opened for dismissal.

VISITORS: SVCS welcomes you to visit the site at any time and wants you to feel free to ask questions. If your interest is observing a class, please talk to the appropriate teacher to schedule a time to do so. In order to avoid distracting students from their work these will be no more than 10 minute observations, unless otherwise specified. Please consult with administrator should any problems arise concerning a child, whether at home or at SVCS.

BRINGING ITEMS FROM HOME: SVCS discourages children from bringing toys from home. A variety of toys and activities are available for every age group. Personal toys are easily lost or broken, and it is difficult to create an environment for sharing when personal items are involved. Exceptions include special times such as show-and-tell or theme weeks. Teachers will inform parents of these types of events. SVCS is not responsible for any personal item that a child brings to the program that may get lost, broken, or stolen. SVCS does not pay for or reimburse for any items, whether it is a toy, an article of clothing, glasses, etc.

LOST AND FOUND: If your child is missing an article of clothing or personal property, please inquire with SVCS staff as soon as possible. Remember to label everything in order for us to get the item back to its owner. SVCS is not responsible for lost items.

ABSENCES/TARDIES/EARLY PICK-UP: If you know ahead of time that your child will be tardy, absent, or needs to be picked up early **please** let us know. When your child is not at school, work will be collected in a large envelope and sent home upon return. Your child will have 2 days to make up the work for each day of absence. Please know that lessons are independently taught, and cannot be made up at home. Arrangements need to be made to make up lessons after class with me.

LUNCHES: Lunches must be packed for your child every day. It is very important that your child has a nutritious lunch to help them stay focused and alert throughout the remainder of our day. We have access to a stovetop, and microwave and silverware for those days your child would like to have a "hot lunch." If your child forgets their lunch, one will be provided for them for the cost of \$3.00. In the event of a party where we will be serving lunch you will be informed prior to the said event so you may choose whether or not you would like to make a lunch for your child. Children who need a snack before lunch will be offered the opportunity during morning recess, if your child is a snacker, please pack them an extra nutritious snack in their lunches.

NEWSLETTERS: Newsletters will be sent out regularly. This letter will be full of information for the whole month and update you as to what your child has been learning, what they will be learning, and any events, needs, or important information you may need to know.

FIELDTRIPS: Several Fieldtrips are taken throughout the course of the school year. All information will be written in the monthly newsletters or an e-mail with detailed information. Permission slip disclosure must be signed and returned upon enrollment.

WATER BOTTLES: In order for students to learn to the best of their ability, they need to be fully hydrated at all times. We encourage you to send a water bottle to school with your child. Please make sure the bottle is clearly labeled with your child's name and does NOT contain juice or soda. In order to prevent spills, please make sure the bottle has a pop-top or flip-up lid. Water bottles will be sent home daily for washing and refilling.

BIRTHDAYS: We welcome you to send treats for you child's birthday. Please let the teacher know in advance so she can prepare the birthday break into our day. Summer birthdays will be celebrated with a "Birthday Bash" at the end of the year. If birthday invitations are to be sent out, please do so by placing them in each child's take home folder to avoid any distractions or hurt feelings. We appreciate your cooperation with this.

PARENT VOLUNTEERS: We are always in need of help during specific times of the day in the classroom. Also making copies, filing papers, organizing workbooks, etc. There is no willing parent whose time cannot be utilized. Please let us know if you are interested in helping in some way. We never turn down help!

WHOLE CHILD ENRICHMENT: Your child will enjoy the opportunity to be taught by several different individuals during the course of the year. Many classes will participate in music, French, horseback riding lessons, swimming lessons, ski lessons, chess, computers, art, and other subjects.

ASSEMBLIES: At the end of each quarter the whole school will participate in an assembly of some form. This will give each class the opportunity to present what they have learned in the given quarter. The students will present in groups and or individually, this could be as a reading, a performance, play, etc. We strongly encourage parents, if possible to attend these assemblies.

WEBSITE/FACEBOOK: We try to keep our website and Facebook page updated weekly for your convenience. If you have not already done so, please fill out the internet permission form in regards to posting pictures, and work, please do so right away and send it to school.

CONTACT INFORMATION: If you have any questions or concerns, please call or email us. We are always happy to schedule a meeting and are usually available before or after school. The school phone is 208-265-8531. This phone will normally not be answered during class, but leave a message and it will be returned as soon as we have a free moment. Our before and after school contact information is:

Mrs. Rief
stacyrief@gmail.com
208-290-4642

Miss Angie
angiepcates@gmail.com
208-290-5268

Mrs. Peck
melissapecck@live.com
208-290-7454

Miss Heather
Heathergreene1980@yahoo.com
208-627-3964

Please sign here stating that you have read, understand, and agree to follow the contents of the Selle Valley Carden School Parent Handbook. Detach this section and have your child return it as soon as possible.

Child's name _____

Child's Signature _____ Date _____

Parent's Name _____

Parent Signature _____ Date _____

Selle Valley Carden School has the safety and wellbeing of your child(ren) as the utmost priority. As in the state guidelines, the following information and signatures must be on file. Thank you.

Fenced Area

Selle Valley Carden School regularly plans activities such as nature walks and daily lessons outside the immediate fenced area, such as through the field or in the forest.

_____ I will allow my child to play outside the fenced area

_____ I will not allow my child to play outside the fenced area.

Selle Valley Carden School Policy and Procedures

_____ I have been provided with a copy of SVCS's Policy and Procedures.

_____ I have received, read, and agree to the Policy and Procedures of SVCS.

Selle Valley Carden School Discipline Policy

I have been provided with, have read, and I agree to SVCS's Discipline Policy.

Signature _____ Date _____

Student Information

Last Name _____ First _____ Middle _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Birth Date _____ Male ___ Female ___

Known Allergies _____

Student Resides with: Parents ___ Mother ___ Father ___ Guardian ___

Childcare facilities, schools child has attended: _____

Family Information

Marital Status: Married ___ Separated ___ Divorced ___ Single Parent ___

Mothers Name _____ **Home Phone** _____

Cell Phone _____ Email _____

Place of Employment _____ Work Phone _____

Fathers Name _____ **Home Phone** _____

Cell Phone _____ Email _____

Place of Employment _____ Work Phone _____

Legal Guardian _____ **Home Phone** _____

Cell Phone _____ Email _____

Place of Employment _____ Work Phone _____

Other Children in Family

Name _____ M ___ F ___ DOB _____ School _____

Name _____ M ___ F ___ DOB _____ School _____

Name _____ M ___ F ___ DOB _____ School _____

Name _____ M ___ F ___ DOB _____ School _____

Medical Information

Does your child have any known conditions, physical or mental, that may limit his/her participation in our program or facility?

____ No ____ Yes Explain _____

Allergies _____ Medications _____

Child's Physician _____

Phone _____

Address _____

Medical Insurance

Company _____

Policy Number _____

Parents will be asked to have a copy of your medical card kept in your child's folder.

Emergency Contacts

Name _____ Relationship _____

Day Phone _____ Evening _____

Name _____ Relationship _____

Day Phone _____ Evening _____

Name _____ Relationship _____

Day Phone _____ Evening _____

I have read, fully understand, and agree to abide by the policies of Selle Valley Carden School. I understand that I am responsible for all books, materials, or equipment that are damaged or lost by my child and I will pay SVCS the amount necessary to cover the cost of replacing or repairing the aforesaid items.

I do hereby agree that SVCS may authorize emergency medical care for my child, including the use of anesthesia, by the physician of its choice in the event that neither the family physician nor I can be contacted immediately. I will take responsibility for all expenses incurred in the emergency case.

I release Selle Valley Carden School, its administration/employees and volunteers, from any liability whatsoever arising out of injury, sickness, or damage that may occur at school or during any school activities and I will encourage my child to comply with all school regulations.

This authorization is valid for the duration of my child's enrollment.

Signature of Parent _____ Date _____

Signature of Parent _____ Date _____

Info for the Teacher

Please fill out and return the completed form.

Child's First Middle & Last Name

Preferred Name (the name he/she would like to be called class

Birthday_____

Physical Address_____

Mailing address if different _____

Phone #'s (children will memorize these)

Home_____

Mom Cell_____

Dad Cell_____

Emergency Information

In the event we are unable to reach you on any of the above #'s

Emergency contacts

Name_____ Relationship to child _____ Phone_____

Name_____ Relationship to child _____ Phone_____

Name_____ Relationship to child _____ Phone_____

Selle Valley Carden School

Photo Release Form

I hereby grant Selle Valley Carden School (SVCS) permission to use my student's photographs without payment or any other consideration:

_____ In the yearbook

_____ On the website/school Facebook page

_____ In school advertisements

I understand that these materials will become the property of SVCS. I waive the right to inspect or approve the photos wherein my child appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph.

I have read the release before signing below and I full understand the contents, meaning, and impact of this release.

Student Name: _____

I hereby certify that I and the parent or guardian of the student named above and do hereby give my consent without reservation.

Parent / Guardian Signature Date

Parent / Guardian Printed Name

Selle Valley Carden School

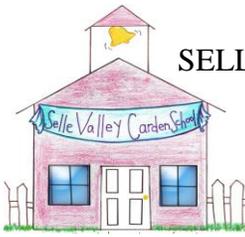
Field Trip Permission Slip Disclosure

We give permission for our child, _____, to go on field trips arranged by the teacher. These educational trips will be properly supervised. The school carries accidental insurance on our students, and it covers field trips. (Your own insurance still remains primary.) We authorize Selle Valley Carden School to transport our child to and from the destination. We will not hold the school administration or faculty liable in case of accident.

I have read, understand, and agree to the above.

FATHERS SIGNATURE: _____ DATE: _____

MOTHERS SIGNATURE: _____ DATE: _____



SELLE VALLEY CARDEN SCHOOL

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Child Discovery Form

Date _____

Child's Name _____

Birthdate _____ Current age _____

Parent or Gaurdian _____

Address _____

Phone _____

Schools my child attended previous school years _____

I. MY CHILD

The best description I can give you of _____ is:

II. VISION FOR MY CHILD

a. Gifts, Capacities, and Strengths:

b. Challenges and Needs:

c. Vision of My Child's Future:

III. LONG RANGE WORK AND EDUCATIONAL GOALS

a. Next year:

b. In five years:

c. When (s)he's and adult:

IV. PERSONAL INFORMATION:

a. Motivation

-Reacts best to people who _____

-Reacts negatively to _____

-Follows directions best when _____

-Three things that have worked as motivators are:

b. Behavior

-Responds in a positive way when _____

-Situations that might trigger negative behavior are _____

In these situations _____ responds positively to: _____

(this may be a series of strategies, from positive reinforcement to denial of privilege)

c. Special Interests or Skills:

-Very interested in _____

-Is good at _____

-Has participated in the following activities with age appropriate peers: _____

d. Communication

-Communicates best when _____

-Things you should know about _____'s communication skills are: _____

e. School Life

Attitude toward learning _____

Organizational skills _____

Attitude toward school _____



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Parent Volunteer Strengths and Trades

Print Name: _____ Phone: _____
Child(ren)'s name and grade: _____

Please check any interests or hobbies you might be willing to share:

- Woodworking
- Cooking
- Sewing
- Art
- Drama
- Music
- Poetry
- Storytelling
- Gardening
- Photography
- Martial arts
- Dancing
- Gymnastics
- Fishing
- Travel
- Science experiments
- Computers
- Sports (Which ones?): _____
- Other _____

Check any of the following activities that interest you:

- Volunteering in a classroom
- Coordinating volunteers for school functions
- Tutoring a child or group of children
- Assisting with field trips
- Helping create a classroom newsletter
- Donating requested materials
- Training an academic team
- Sharing information on your culture or language
- Being a translator
- Discussing your occupation
- Coaching an athletic team
- Working on playground improvement
- Participating in fundraising
- Helping create a website or brochure
- Serving on an advisory site council
- Helping write grant proposals
- Being an officer in the parent-teacher organization
- Attending Board of Education meetings
- Representing the school to legislators
- Connecting with community members, resources and/or services to further their commitment to quality schools
- Other (please describe): _____

When are you available to participate?

What concerns do you have about your child or this school?

What needs do you have?

Additional comments: