

SEACREST COUNTRY DAY SCHOOL

General Information for the 2009-2010 School Year

DRESS CODE

Included is important information regarding dress code enforcement for the upcoming school year. Please review this information as well as the dress code information in the handbook with your student(s). In addition, all students are required to purchase a Seacrest T-shirt.

SEACREST OUTFITTERS

The new and improved Seacrest Outfitters is our school store which carries a selection of dress code items. In addition, the school store offers fun logo'd apparel for all ages, some great Seacrest caps, several styles and colors of Seacrest sweatshirts, school supplies, and a variety of other items. All profits from Seacrest Outfitters are returned directly to the programs at Seacrest School. The Seacrest Outfitters will now be located directly across from the Arts Center.

DAILY SCHEDULE

High school students will attend Seacrest on Monday, August 24 from 9:00 to 2:00. All other students are invited to attend an open house at grade specific times. On Tuesday, August 25 Preschool, Prekindergarten and kindergarten will be in session from 8:30 to 2:15, grades 1 & 2 will be in session from 8:30 to 2:30, grades 3 - 5 will be in session from 8:30 to 3:00, grades 6 - 12 will be in session from 8:15 to 3:30. Siblings of students dismissed at a later time are welcome in the After School Program at no charge until 3:30.

In the morning, staff members will be on duty at 7:15 in Room 10 to care for Prekindergarten through grade 8 students who must arrive early. This service is provided at no charge as a courtesy to our families. **If you use this service and arrive between 7:15 and 8:00, please park in the front parking lot (vehicles should never be left unattended in the fire lane). You must accompany children in Prekindergarten through grade five to Room 10 and sign in. Please do not just drop off your child.** Middle School students do not have to be accompanied by a parent to Room 10, but must sign in and wait in Room 10 until 8:00 a.m. Middle School supervision begins on the deck at 8:00. Students in Grades 9 – 12 who arrive between 7:30 and 8:00 should report directly to the High School Village. After 8:00, students in PreK – grade 8 are dropped off in the car line at the covered walkway just east of the Gymnasium and Performing Arts Center. Students in PreK - 1 proceed to Room 10, grades 2 – 5 wait in the main hall until dismissed to class at 8:20. Middle school should proceed directly to the deck. All high school students should enter through the High School Village, but those with younger siblings must take them to Room 10 before proceeding to the Village.

The driveway in front of the Student Services Center is reserved for buses only from 8:00 – 8:30 a.m. All cars will be directed to car line until 8:30. Please **do not park on the roadway**.

Tardiness: We appreciate your effort to have your elementary children arrive promptly by 8:20. They are considered tardy after 8:30. High School and middle school students must be in their classrooms by 8:15. Middle school students who arrive between 8:15 and 8:30 should be dropped off in carline and proceed directly to their lockers and class. They will be marked tardy in their classrooms. Students in PreK – grade 8 who arrive after 8:30 must be dropped off in front of the Student Services Center and then check in at the office to pick up a Late Pass. Parents must come into the office with children in grades PreK through grade 2 to pick up their Late Pass and walk them to class. High school students should enter through the high school office in the Village. Please remember that excessive tardiness

will impact a student's organization and readiness to begin the school day. Late arrival of a student is also extremely disruptive to the whole class. A meeting with the parents, student and faculty will be scheduled if excessive tardiness occurs.

Please note: before 8:00 a.m. and after 8:30 a.m., when the gates from the car line into the campus are locked, all children must be dropped off at the front of the school or, if the student is in grades 9 – 12, in the High School Village. Never leave a child at car line when it is unattended.

ARRIVAL AND DISMISSAL SAFETY

Because of ongoing concern for safety, students crossing the street to the front parking lot must be accompanied by and stay next to an adult at all times. In addition, students may never cross to the parking lot when buses are present. At these times, students should wait in front of the school while their parents bring the car around. This includes all children of faculty, children on field trips, or students in the After School Program.

EARLY DISMISSAL REQUESTS

Please do not request early dismissal for your child unless absolutely necessary. The end of each school day includes important planning and information for the following day. Leaving even a few minutes early is disruptive for all.

If you must pick up your child early, please send written instructions to the homeroom teacher. Calls to school for schedule changes should be reserved for unavoidable circumstances and emergencies. For additional information on car line, arrival and dismissal times, and procedures, please see your Handbook.

ARRIVING ON THE FIRST DAY

On the first day, teachers, teaching assistants, student council members, and administrators will be awaiting the arrival of the students in the car line and the main hall and will walk children to their assigned classrooms. We will be ready for an organized and comfortable opening day. If you wish to accompany your child to class, we suggest you arrive early because of traffic and parking availability. Please park only in the designated parking areas. **Do not park on Unity Way or Leadership Lane or on either side of the fire lane.**

High School students should be dropped off in the Village. Parents of high school students may use the County Barn entrance to the Village. Student drivers will park in the Village lot. Any high school students with younger siblings must escort the sibling to either Room 10 (prior to 8:00 a.m.) or the Deck (after 8:00 a.m.) prior to their beginning their day in the Village.

COMMUNICATING DURING THE DAY

If it is absolutely necessary to communicate information to your child during the day, please call the main school number and your message will be delivered either during the lunch hour or at the end of the day. Please do not request that students call home during the school day. In case of an emergency, the school's administrative staff will promptly handle the situation.

AFTER SCHOOL PROGRAM

After school care is available until 5:30. As a part of the After School Program, students in grade 1 – 5 will be expected to attend a supervised study hall Monday through Thursday for elementary students. Times are scheduled to match dismissal times for each grade level. The study halls will be supervised by classroom teachers. There will be structured activities for elementary students until 4:00. Any Middle School students in the After School Program will automatically be in Study Hall from 3:30 until 4:15. The Computer Lab will be available for academic use until 5:00 everyday. High School students will have a designated study room in the Village available for them from 3:30 to 5:00 each day.

A complete list of available After School activities, classes, and lessons will be sent home via backpack during the first weeks of school.

PHYSICAL RECORDS

State health regulations require that no student be admitted to school unless all immunizations are complete, up to date, and recorded in the school office. Additionally, we must have a current health examination form on file for each child when they enter Seacrest for the first time. We are required to maintain the **original** blue Florida Certificate of Immunization in each child's file. Please refer to the complete immunization requirements on the website www.seacrest.org. Please contact your physician or the County Health Department to determine that your child meets all requirements and/or to obtain the proper record. The County Health Department will transfer your records from copies or from out of state records onto the correct form. **By law, all students in Preschool through 12 who have not at least started the Hepatitis B series will not be allowed to attend school.**

According to state regulations, schools are required to have on file proof of birth date for all children enrolled. If you have not already done so, please supply the office with a copy of the birth certificate or other legal documentation of your child's birth date.

SCHOOL SUPPLIES

The Seacrest supply fee covers many consumable materials, most field trips, one yearbook for each student, and a limited individual student accident policy. The supply fee also covers the Executive Functioning (EF) supplies distributed once each year to students. Individual supply lists for each grade have already been sent to each student. All students should have a backpack (clearly labeled with first and last name).

LUNCH

Healthy nutrition is an important part of the Seacrest curriculum, and we ask your full support in encouraging nutritious eating habits. Please do not send cookies, cake, candy, chocolate (this includes chocolate coverings and flavors), or carbonated drinks. Refrigeration is not available for cold lunches and heating of food is not permitted, so please see that food is packed in a proper manner. Please also put your child's full name on the outside of the lunchbox.

Daily lunch offerings at school include a variety of sandwiches, pasta, pizza, and salads. These lunches are ordered a full month at a time online at www.seacrest.org. Please read the enclosed information flyer from The Stingray Café which provides instructions on how to order lunch.

Please note: the Cantina will be open the first week of school. The lunch program will begin on Tuesday, August 25, 2009.

Please understand that there are NO extra lunches ordered. If a student has forgotten his or her lunch, nutritious food is available in the Cantina. This applies to middle school and high school students as

well. The Cantina (located in the Arts Center) offers a small variety of nutritious food and drinks for sale daily at lunch. Students should not bring money to school for the Cantina, but instead parents should set up a debit account to cover expenses. Call the office to set up a debit account

SNACKS

In Preschool, Prekindergarten and Kindergarten, students will receive snack instructions from their teachers. All other students should have a healthy snack and extra drink included in their lunch boxes, as time is set aside in the daily schedule for a short break. Students should not bring microwave popcorn, as microwave ovens are not available for student use. Any students remaining in the after school program after 4:00 should bring an additional healthy snack.

LABELS

Please label all of your child's belongings with first and last names. (This includes Seacrest collared shirts and P.E. shirts and shorts – they all look the same!) Items found at school will be placed in the "Lost & Found." At the end of each month, unclaimed items will be donated to a local charity.

Gates

There are two "car" gates: one near the baseball field at the County Barn Road entrance and the other at the east end of Leadership Lane near the gymnasium. There are also two "person" gates in the vicinity of each of the car gates.

6:30 am: gates open

9:00 am: gates close

After 9:00 am, access to the upper school campus will be through the gate adjacent to the gymnasium. Visitors and vendors should pull up to the pedestal and push the call button. You will be connected to the front desk and, after identity is confirmed, the gate will open. There will be no access to the campus from County Barn Road between 9:00 am and 2:15 pm.

2:15 pm: gates open for car line and afternoon activities

9:00 pm: gates close

Gates will remain closed over the weekend. The gates will be open as needed for special events and other activities outside of the scheduled gate hours.

Important note: Once inside the gates, a car may exit at any time. It is necessary to pull close to the gate to activate the sensors which will then open the gate. Also note that student prox cards will NOT open the gate.