



EASTERN CHRISTIAN SCHOOL

ECES Parent Handbook 2016-2017

“So God created mankind in his own image, in the image of God he created them; male and female he created them. God blessed them and said to them, ‘Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground.’” Genesis 1:27-28

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STATEMENT OF FAITH

We Believe. . .

. . . the basis of the Eastern Christian School Association is the Scriptures of the Old and New Testaments, the infallible Word of God, as explicated in Reformed creedal standards.

. . . that the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God, that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

. . . that the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

. . . that Christian teachers, both in obedience to God and in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

. . . that Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons, that the endowments and calling of young persons are God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians, and that only with constant attention to such pedagogical concerns will education be truly Christian.

. . . that because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents, but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

(from the ECSA STATEMENT OF CHRISTIAN PHILOSOPHY)

Home, Church and School: Children attending Eastern Christian have three families: the home, the school, and the church. It is important that these three families present a unified nurturing influence in each child's life. It is for this purpose that Eastern Christian was established many years ago and continues today. To continue that strong tradition, these families must cooperate with and support one another. Church worship and instruction, family devotions and caring, classroom instruction and discipline must all complement one another to raise up Christian adults who are mature spiritually, socially, and intellectually. For this reason, it is important that your family participates in your local church. We strive in our school programs to support family and church activity.

It is also important that the school receive strong support at home. Encourage your child in his/her school work. Encourage your child's teacher. Keep the channels of communication open. Bear in mind that your child's teacher has many families with whom to stay in touch. A weekly bulletin is usually sent home; conferences and progress reports are planned regularly. One of the best ways you can support the school is by getting involved in its mission. There are many opportunities to do so throughout the year.

Please help your child understand that God has given different gifts and abilities to his children and that all people deserve respect and kindness. Also, doing one's best work consistently is a way of thanking God for his gifts to each of us.

Since we are a community working together to nurture the children who attend Eastern Christian, we ask that you report any unbecoming conduct of an E.C. student to that child's teacher or a school principal.

Your Responsibility to Uphold the School: Everyone in any way connected with ECSA is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers and staff members, and pleasant and well-disciplined students will promote our school. Everyone must seek the best interests of the school and bear a responsibility for its advancement. Most families new to Eastern Christian come to us through the recommendation of one of our own families.

Matthew 18:15 is quite clear about the importance of taking matters of concern or disagreement directly to those responsible. This applies to your relations with the school as well. If you are uneasy about any matter involving your child's teacher, a principal, or the school generally, please speak about it with the person responsible first.

EC STAFF DIRECTORY

Website.....www.easternchristian.org
Main Office.....201-445-6150
Fax: 201-445-0488
Mrs. Sandra Bottge, Principal.....sandrabottge@easternchristian.org
Mrs. Linda Van Grouw, Office Manager.....lindavangrouw@easternchristian.org

Nurse's Office.....201-445-6150
Mrs. Wilma Bogertman.....wilmabogertman@easternchristian.org

Classroom Teachers:

Mrs. Donna Holly, All Day Kindergarten.....donnaholly@easternchristian.org
Mrs. Nancy Johnston, Half-Day Kindergarten.....nancyjohnston@easternchristian.org
Mrs. Ellen Ritsma, Grade 1.....ellenritsma@easternchristian.org
Mrs. Sarah Vander Wall, Grade 1.....sarahvanderwall@easternchristian.org
Mrs. Jill Battle, Grade 2.....jillbattle@easternchristian.org
Mrs. Christie McGowan, Grade 2.....christinamcgowan@easternchristian.org
Miss. Kelly Breur, Grade 3.....kellybreur@easternchristian.org
Mrs. Allison Dalessandro, Grade 3.....allisondalessandro@easternchristian.org
Mrs. Carol Byma, Grade 4.....carolbyma@easternchristian.org
Mrs. Donna Hoogerhyde, Grade 4.....donnahoogerhyde@easternchristian.org

Owl's Nest - Learning Differences

Miss Gina Marocco.....ginamarocco@easternchristian.org
Mrs. Cynthia Visbeen.....cynthiavisbeen@easternchristian.org

Specials Teachers:

Mrs. Cathy Clark, Violin Teacher.....cathyclark@easternchristian.org
Mrs. Rebecca Karle, PK - Gr. 1 Music.....rebeccakarle@easternchristian.org
Mr. Robert Flim, Chapel Worship Leader & Grade 2-4 Music.....robertflim@easternchristian.org
Mrs. Melody Zacharias, Media Specialist.....melodyzacharias@easternchristian.org
Mrs. Taylor Sinclair, Media Specialist.....taylorsinclair@easternchristian.org
Mrs. Jaci Turner, Art.....jaciturner@easternchristian.org
Mrs. Debra Veenstra, Physical Education/Head Teacher.....debraveenstra@easternchristian.org
Mrs. Stephanie Tanis, Educational Technology Specialist.....stephanietanis@easternchristian.org

Instructional Aides:

Mrs. Kathy Kooistra, All Day Kindergarten.....kathykooistra@easternchristian.org
Mrs. Sue Boonstra, Morning Kindergarten.....sueboonstra@easternchristian.org
Mrs. Nancy Martin, Grade 1 & 2.....nancymartin@easternchristian.org
Mrs. Taylor Sinclair, Grade 3 & 4.....taylorsinclair@easternchristian.org

ECES Parent-Teacher Organization:.....ecpto@easternchristian.org

Mrs. Lynette Matthews, President.....201-857-4289
Mrs. Thelma Minnaar, Vice President.....201-825-4737
Mrs. Erica Pienaar, Co-Vice President.....862-902-6599
Mrs. Nikki Waples-Stupienski, Secretary.....201-689-2129

Mrs. Yvonne Zuidema, Treasurer.....973-949-3242
Mr. Ken Ritsma, Playground Coverage
Coordinator.....973-942-9316
Mrs. Marjorie Delgado, Snack Day Coordinator.....973-653-5300
Mrs. Emily Torres, Pizza Hot Lunch Coordinator.....973-832-4222
Mrs. Linda Van Grouw, Helping Hands Coordinator.....201-445-6150
Mrs. Pam Reitsma, New Hope Food Drive Coordinator.....973-636-0098
Mrs. Nikki Waples-Stupienski, Box Tops for
Education.....201-689-2129

Association Office..... 973-427-6244
Fax 973-427-9775

Mr. Thomas Dykhouse, Head of School.....thomasdykhouse@easternchristian.org
Mr. Richard Van Yperen, Curriculum and Instruction Advisor.....dickvanyperen@easternchristian.org
Mr. John Belanus, Director of Operations.....johnbelanus@easternchristian.org
Mrs. Nancy Hemrick, Executive Assistant.....nancyhemrick@easternchristian.org

Admissions Office.....973-427-4729

Mr. Rudi Gesch, Director of Marketing & Enrollment.....rudigesch@easternchristian.org
Mrs. Sherrie Kuiken, Enrollment Coordinator.....gloriatenewitz@easternchristian.org
Mrs. Sheri` Blands-Pearson, Enrollment
Coordinator.....sheriblands-pearson@easternchristian.org

Business Office.....973-427-6244

Mr. Eric Fencel, Chief Financial Officer.....ericfencel@easternchristian.org
Mrs. Geraldine Gallagher, Business Office
Assistant.....geraldinegallagher@easternchristian.org
Mrs. Maribeth Vriesema, Business Office Assistant.....maribethvriesema@easternchristian.org

Foundation/T.R.I.P. Office..... 973-427-9294
Fax 973-427-9775

Mr. David Visbeen, Executive Director.....davidvisbeen@easternchristian.org
Mrs. Katie Tarta, Events Director.....katieTarta@easternchristian.org
Mrs. Beth Milkamp, Events & Alumni Coordinator.....bethmilkamp@easternchristian.org
Mrs. Sharon Spoelstra, T.R.I.P. Coordinator.....sharonspoelstra@easternchristian.org
Mrs. Janyce Bandstra, Foundation Assistant.....janycebandstra@easternchristian.org

Transportation Office973-427-2309

Mrs. Judy Bruinooge, Transportation Coordinator.....judybruinooge@easternchristian.org

SCHOOL POLICIES

Attendance Regulations: Regularity of attendance is **essential** for steady progress throughout a child's school career. If a child is ill, however, **please do not attempt to send him/her to school**. Rest and care at home may lead to rapid recuperation. If a child is sent to school while ill, his/her accomplishment may be slight, and other students may be affected. On the other hand, keep in mind that there is no adequate substitute for class time. Keeping up on homework assignments is not an adequate substitution for interaction in class. The school nurse reviews reports of student absences and may contact you if your child has been chronically absent or has a contagious illness which must be reported to the NJ Dept. of Health. Students absent for more than 20 days may be retained in a grade if their academic performance is slipping. A determination for retention is not based solely on the number of days absent. Absences for vacation or other personal reasons are **very strongly discouraged**. Consideration of the child's educational development should be carefully weighed before a child is kept out of school. In case of absences, the parent is responsible to contact the teacher for makeup work or assignments, and to make certain that all requirements are completed. Please keep in mind that makeup work entails additional duties for the teacher.

EC Elementary School's Daily Schedule:

Half-day Kindergarten: 8:20 am – 11:45 am

All-day Kindergarten and Grades 1 - 4: 8:20 am– 3:00 pm

Morning Recess; 10:15 - 10:30 am

Lunch: 12:05 p.m. to 12:20 pm

Lunch Recess: 12:20 – 12:50 pm

Absence Procedure: For the protection of your child, whenever a child is absent, a parent **must** notify the school office by a phone call (201-445-6150) or email (lindavangrouw@easternchristian.org) by **8:45 a.m.** This call should be very brief and you should state the child's name, class and reason for the absence. You may also leave a message on the school's answering machine at any time. Written excuses for such absences are not necessary. For an early dismissal, a written request in advance must be made.

Tardiness: While circumstances may occur which require a child to be late for school, chronic tardiness is **strongly discouraged**. It not only sets a poor standard for the child, frequent tardiness disrupts the rest of the class and calls needless attention to the late child. If your child is going to be late, please call the school office before school begins, and have your child stop in the office before proceeding to his/her classroom.

Cars at School: Please park only in the designated spaces and areas. It is important for safety reasons and consideration for our neighbors to observe the **25 mph speed limit** on Baldin Dr., and **10 mph** in our parking lot! Students not riding buses will be dismissed from the building as soon as the buses leave the school parking lot. This is for your own safety and the safety of your child. Children may not cross the parking lot while buses are loading or moving.

Dropping off Children: Children may be dropped off near the playground before school begins. If school has already begun, please walk them to the front office and sign them in. Please do not walk a child to the classroom, as this is disruptive to classes already in session.

Daily Transportation Changes: *If there is a change in your child's usual dismissal procedure, a dated note must be sent in with your child to both the classroom teacher and to the office. Occasional friends are welcomed to ride home with your child. A parent note must accompany the 'friend' to inform the school secretary and the bus driver.* A **dated** note must then be sent in with the child. If any changes come up after your child has left for school, please call Transportation and the school office as soon as possible. If your child usually takes the bus but is to be picked up, please call the school office **as early in the day as possible**.

Picking up Children: Please **stay to the right when entering the parking lot.** To avoid causing an accident, do not enter the parking lot on the left side. This is an exit only. For safety reasons, cars may not leave the parking lot until all buses have left, unless previous arrangements have been made. If an appointment requires your child to leave the school before 3:00, please send a note in as to what time you will be picking him/her up, and stop in the office. Your child will then be called down to the office to meet you.

Parents who pick up their children may park their cars and wait at the bottom of the stairs for students to be walked out. **Please do not enter the building and wait by the classroom doors** as it is distracting to the students. You may also choose to wait in line in your car behind the buses. After the buses leave, the line of cars will pull up as far as the cone near the stairs. Students whose parents are waiting along the sidewalk will be ushered down to their cars. Children should enter their cars quickly so the line of cars may exit the parking lot promptly. If you need to talk to a teacher or parent, you must park your car and walk to the stairs.

Please make every effort to **pick your children no later than 3:10.** If you must arrive after 3:10, please drive past the cone at the stairs to avoid blocking the bus lane. Students not picked up by **3:20** will be brought to the After School program and charged the appropriate fee.

Visitors: Visitors are always welcome at school, but all visitors must stop in the school office first. There are special times when parents and others are invited, such as chapels. If you would like to confer with the principal or teacher, please make an appointment rather than assume that a teacher will have time to visit, or that there will be a place to speak privately if you drop in unannounced. When dropping off something for your child, please bring it to the office, not the classroom, so the office manager may bring it down at a time when learning will not be interrupted. In addition, if you are picking your child up from school or dropping your child off late, please go to the office not to your child's classroom.

Security Procedures: All outside doors are locked during the school day. Visitors must be buzzed into the building and check in at the office. The playground is supervised with four adults during recess. Each adult carries a two-way radio for quick and easy communication with the office and nurse. We practice one fire drill and one security drill each month in conjunction with the local authorities. The Midland Park Police Department conducts unannounced walkthroughs on a regular basis.

Dress Code: Student attire and appearance is a very important part of the self-image that a student presents. Because appearance is important and has an influence upon others, Eastern Christian is concerned that students reflect Christian standards in this area. For this reason, the following dress code is essential:

- A. Student dress should reflect Christian standards of modesty. Clothing should be clean, neat, and appropriate for school.
- B. Specifically, bare midriffs, halters, tank tops, unusually short skirts and shorts, low-rise pants that expose torso or bottoms, T-shirts depicting unwholesome products or concepts, concert T-shirts, etc. are not approved for school.
- C. Shorts of appropriate length (to the end of the fingertips) may be worn only in the 1st and 4th quarters.
- D. The decision of the principal regarding appropriateness of clothing or the appearance of students is final.
- E. For less offensive cases, students and parents will be warned about a particular problem. In more offensive cases, the parents will be notified to remove the child from school or bring appropriate clothing to school.
- F. Students do not change clothes for gym classes, and we encourage active play during recess. Students should dress accordingly.

- G. When winter weather comes, students must be prepared for play outside. Boots, hats, gloves and snow pants are mandatory for playing in the snow. It is a very good idea to send in an extra set of clothes to be kept at school.

Toys at School: Many students share the playground at one time. To ensure a safe playground environment, toys should be left at home, not only for safety's sake, but to prevent loss, damage, squabbling, coveting, etc. Radios, personal stereos, iPods, handheld games, and toy guns may not be used at school. The school provides a variety of playground equipment that can be used at school. However, students who wish to bring sports equipment may do so if it is safe and clearly marked with names. Hard bats (wood or aluminum), baseballs or other hard balls are not allowed. Only roll-up plastic sleds may be brought in winter.

Cell Phones: Students may bring cell phones to school at their parent's request; however, cell phones may only be used on the bus or in cars on the way to school or home from school. Cell phones must be turned off and kept in backpacks while at school. The first time a cell phone is taken out of the backpack during the school day the teacher will give the phone to the principal. The student may go to the principal's office at the end of the day to pick up the phone. The second time a cell phone is taken out of the backpack during the school day the teacher will give the phone to the principal. The student's parents will come to school to pick up the phone from the principal. If a cell phone rings in the backpack during the school day, the teacher may choose to give the phone to the principal if it is a distraction in the room. The student may pick it up from the principal's office at the end of the day.

Fairness: Parents are very strongly urged to be concerned about the feelings of all our students. When planning a birthday party, feel free to ask your child's teacher for a class list to be sure that all the boys or all the girls, or the whole class is invited. Such a "minor" event can be the major event of the year for a child. When one or a few students are left out, the name of Christ and the aim of love are ill-served. The same is true for Valentine's Day cards, birthday treats, etc. Teachers go to great lengths to treat students fairly and parents are urged to do the same.

When sending **birthday treats** into school, please clear it with the teacher in advance so she can inform you of any food allergies if there are any and also so it is not interfering with other events in the classroom. Make sure you have enough for the entire class. Treats must be in compliance with our Healthy Food Initiative and come from the list of approved treats.

Student Photos: There are many opportunities to take photos at school. Please be considerate of the privacy rights of our families and do not post photos of any children other than your own on Facebook or any other online source.

Sending Money, Orders, Etc. Into School: Whenever money for fees is sent to school, it is very important that it be placed, with the form, in an envelope with your child's name, class designation (i.e. KJ,1R) and reason for sending (class trip, book order, milk, pizza, etc.). This helps to ensure that the child for whom it was sent in gets proper credit for it. Please do not just send a check or cash without instructions enclosed.

Volunteering: There are many opportunities to get involved in the education of the students here at ECES. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. Some of the ways to get involved are playground supervisor, library helper, classroom aide, class mom/dad, etc. Please notify the school office if you would be able to fill a need at school. We appreciate our volunteers!

HEALTHY FOOD INITIATIVE

“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies” 1 Corinthians 6:19-20.

At Eastern Christian, we want to model and teach how to take care of our bodies and honoring God with our bodies. In order to teach our students about the importance of taking care of their bodies, we have implemented a Healthy Food Initiative. Public schools have recently implemented changes based on Federal Guidelines (<https://www.gpo.gov/fdsys/pkg/FR-2013-06-28/pdf/2013-15249.pdf>).

At Eastern Christian, we have two main goals with this initiative:

1. Enable our students to become accountable to God in treating their bodies as temples of the Holy Spirit
2. Empower our students to develop lifelong healthy habits that will impact their overall health

The following components are part of our Healthy Food Initiative:

1. Snack day will rotate between 3 different healthy options
2. Pizza hot lunch will include a choice of pretzels and/or popcorn
3. Class parties will have limited sweets and will include healthy options
4. Student birthday treats must come from an approved list of healthy choices

Teachers are not expected to monitor food that parents send to school for their children. Parents must be aware of classrooms that are nut-free so all students are safe at school.

Approved Birthday Treats

1. Fruit (fresh, canned, frozen, low-sugar dried)
2. Vegetables (may include low-fat dip)
3. Unsweetened applesauce cups
4. Rice cakes (any flavor)
5. Low-fat popcorn
6. Baked tortilla chips (may include salsa)
7. Pretzels
8. Low-fat yogurt
9. Low-fat cheese/cheese sticks
10. Low-fat pudding
11. Low-fat frozen yogurt
12. Nut free trail mix (low-fat granola, whole grain cereal, sunflower seeds, pumpkin seeds, dried fruit)
13. Low-sugar smoothies
14. Popsicles (100% fruit juice, low-sugar)
15. Graham crackers
16. Whole grain crackers
17. Low-sugar Jell-O
18. Low-fat granola bars
19. Low-fat cottage cheese with fruit
20. Whole grain mini muffins

HEALTH CONCERNS

Health and Insurance: A physical examination is required at the point of entry in our school system. A school nurse is on duty every day. She is responsible for the school health program (height, weight, and vision and hearing screenings) and keeps records of immunizations as required by NJ State Law. The nurse counsels children on general health care and renders first aid. Health classes are taught by the P.E. teacher.

For the welfare of one's own child and in consideration of the other children, parents are urged to carefully check the child's health before sending him/her to school. Your child **should not** attend school with any of the following conditions: vomiting; fever 100 degrees or higher; red, itching eyes with discharge; excessive coughing, sneezing, or runny nose. **Your child must be fever free (without the aid of a fever reducing medication) and symptom free for 24 hours before he/she may return to school.** Students recovering from chickenpox must have intact scabbing before returning to school. Any child having had head lice must remain home until after the first treatment and exam. Please report any of these conditions to the school nurse.

It is essential for each family to give our office with the name and phone number of someone in addition to the parents who can be reached in an emergency.

Students requiring **prescription medication** at school must present a written statement from the physician who identifies the drug, dosage, time schedule, purpose of the medication and possible side effects. **In lieu of the written statement**, it will be permissible to accept the prescription bottle as the physician's request, provided that the bottle is labeled with the physician's name, the child's name, name of the drug and the dosage schedule. Students also must present a written statement from his/her parent or guardian giving permission for the school nurse (or authorized personnel) to administer the medication prescribed by the physician or to administer the nonprescription medication as requested by the parent, and relieving the Board and its employees of liability for administration of the medication.

With regard to communicable diseases and immunizations, each parent is responsible for providing accurate and current records and for meeting state health requirements. If there is a problem with your child's health record, you will be contacted by the school nurse. Please act promptly. It is important that you inform the school of any communicable disease your child may have.

Pupils may be insured during the school day with a low-cost accident insurance from Bollinger Company. This is optional. During the first week of school, applications for this insurance are sent home.

ACADEMICS

Curriculum Guide: The current edition of the Eastern Christian Elementary School Curriculum Guide can be found online at www.easternchristian.org.

School Supplies and Fees: All textbooks and many school supplies are provided by the school. Pencils and crayons specially designed for young children are provided for kindergarten students. Other students will receive sufficient supplies to accomplish most planned activities unless you are notified otherwise. During the first week of school, students will need to bring the school supplies requested on the list that can be found on the EC website. Teachers may request additional items after school begins. Fees or donations for other items such as insurance, milk, hot lunch, etc. are optional.

Chapel: Chapel will be held on **Tuesday at 8:30 a.m.** for the entire student body. Each grade produces a special program each year to correspond to a particular holiday or theme. Parents, grandparents and friends are always welcome to join us for chapel.

Computers: Computer instruction is provided by ECES for all students in the Media Center. ECES provides networked computers in every classroom and a computer lab in our Media Center. Every classroom has direct access to the Internet. Students whose parents have signed the Internet Acceptable Use permission form will be allowed limited supervised online learning experiences. **Students will not have the capacity to sign on individually.** Internet access will be password and filter protected. Once online, a student, under close supervision by an adult, will be able to access a specific and approved website already screened by the teacher. Contact the office if you have not signed a permission form. Alternative assignments will be given to students whose parents have not given permission to access the Internet.

Library: A time in the library is scheduled for each class once every week. Classes may visit the library at other times at the discretion of the teacher and the media specialist. Our library books are checked out for a two-week period. Please return all books on time so that others may use them.

Physical Education: P.E. is provided for all grades K-4 two times per week. **IT IS IMPORTANT THAT CHILDREN HAVE SNEAKERS FOR ALL P.E. CLASSES;** for safety reasons students will not be permitted to participate without sneakers. An extra pair may be left at school.

Music: Music is provided for kindergarten students once a week and 1st – 4th grade students two times per week. Fourth grade has chorus once per week, and recorder is taught to 4th grade students during music classes. This gives the child a chance to use his/her knowledge of reading treble clef (introduced in 3rd grade), as well as a chance to try an instrument. Violin lessons are offered beginning in second grade in place of one of the two sessions of music.

Art: Art is provided for Kindergarten - 4th grade. Each child should have an art smock (an old t-shirt works just fine) to assure your child's clothing is protected during projects. Smocks are to be sent in to your child's regular classroom.

After School Program: The After School Program is a safe, structured, fun place for ECES students who attend on either a drop-in or regular basis. Each afternoon students, supervised by a teacher and an aide, enjoy a snack, do their homework, play games and do crafts. Attendees must be picked up by 6:00 p.m. Parents are billed at an hourly rate by ECSA. The program follows the ECES calendar, and in the case of a school closing, early dismissal or school holiday, the After School Program does not meet. For more information, contact the After School Program Director, Mrs. Beth Wright at bethwright@easternchristian.org.

Homework: Students in kindergarten will not normally receive daily academic homework. First through fourth grade students will be assigned about 10 minutes of homework per grade level on a daily basis; for example, first graders will receive 10 minutes of homework, second graders 20 minutes, etc. Also, on occasion, there will be long term assignments in grades 2-4. We offer the following suggestions:

1. Take an active interest in your child's schoolwork.
2. Provide a quiet atmosphere and suitable time for assignments.
3. Encourage your child to complete work independently, regularly and neatly.
4. Encourage the on-going assignments (when appropriate to the grade level) to read, practice math facts, review spelling words and Bible memory verses daily.
5. Accept your child's own best work.

Reporting Student Progress: The program for reporting progress includes two parts: (1) progress report, and (2) parent-teacher conferences. Conferences in grades K-4 are given after the 1st and 3rd marking periods and progress reports after the 2nd and 4th. Work samples of current activities are sent home each week in the Friday folder. Weekly classroom bulletins are sent home to acquaint parents with current and future classroom projects and activities. By request, a conference may be arranged at any time during the school year.

Standardized Testing: Measures of Academic Progress test is given to students in grades 2-4 in the fall and again in the spring, primarily for assisting teachers in professional assessment. Please **do not** plan appointments or trips that will take students out of school for one or more days during the testing period.

TRANSPORTATION

While Eastern Christian has been blessed by God with careful drivers and a good safety record, each family is requested to impress upon their own child his/her individual responsibility for safety by observing the **SAFETY RULES FOR BUS RIDERS** that was sent home during the summer. For the safety of your child and others, we need parental cooperation in urging children to follow these rules. The principal, after consultation with the bus driver, has the right to suspend a pupil from riding the bus for violation of the bus safety rules. The child and his/her parents will be warned if this action is considered necessary. Further misconduct may result in removal from the bus entirely.

Children should be at their bus stop 10 minutes before their scheduled pick-up time. Any alterations in a child's regular bus schedule must be cleared *IN ADVANCE WITH THE TRANSPORTATION OFFICE* (973-427-2309). A note to the driver will **not** suffice. If a pupil is not to go home on the bus, parents **MUST** send a note indicating the alternate transportation arrangements to the classroom teacher. A note must also be sent if the child is to get off the bus at a scheduled stop other than his usual one or riding on a different bus.

SAFETY RULES FOR SCHOOL BUS RIDERS

1. No fighting or hitting on the school bus.
2. No throwing objects out the school bus window.
3. No smoking, lighting matches or cigarette lighters on the school bus.
4. No spitting on others or out of the school bus windows.
5. No throwing objects at others while on the school bus.
6. No yelling out of the school bus windows.
7. No taunting others to provoke a fight or argument.
8. No playing personal stereos at high volume.
9. No standing in the aisles or at seats while the school bus is in motion.
10. No cursing or using vulgar language.
11. No littering on the school bus.
12. A warning will be issued for failure to heed repeated warnings to follow the school bus rules.

Class Trip: As an important facet of learning about God's entire world, field trips are arranged for each class during the school day. We usually schedule two or three trips per class, depending upon the distance and cost of the trips and their relevance to instructional objectives. Children are accompanied by teachers and class parents. A fee (if applicable) will be collected for the payment to the venue. Class trip consent forms must be signed by the parent and sent back to school in advance of the trip, or the student will not be permitted to go.

INCLEMENT WEATHER AND EMERGENCY PROCEDURES

Eastern Christian School Association uses an automated call system which calls the phone numbers on record of every EC family whenever there is an emergency school closing. When you get an automated call,, there is a slight 2-3 second delay after you have answered before the recording begins. After saying hello, you must wait silently so the system can detect whether a live person or an answering machine has picked up.

The following notification options are also available:

- **Log on** to Eastern Christian's website (www.easternchristian.org) - click on School Closings.
- There will be a **recording on the phones** at the Elementary School (201-445-6150), Middle School (201-891-3663), High School (973-427-0900), Transportation (973-427-2309), Development (973-427-9294) and Association Offices (973-427-6244) as long as answering machines can be accessed by school personnel. If there is any delay or closing, it will be stated following the greeting. Check after 6:00 a.m.

Delayed Opening: In the case of a delayed opening, school will begin **2 hours later** than usual. Your bus, therefore, should arrive 2 hours later than your usual pick-up time. Remember that in the case of a delayed opening, weather conditions may subsequently get worse instead of better, so please check again prior to sending your child to the bus stop or driving her/him to school.

Early Dismissal: When hazardous weather conditions necessitate closing school after it is in session, the automated phone system will go into effect. Parents who are not home during the day should make **prior** arrangements for and with their children in the event of an early dismissal. Specific instructions should be provided to the classroom teacher in writing. For this and other purposes, it is very important that the school office is informed any time there is a change in your home or work phone numbers or in your emergency party's phone number even if that change is only for a short time. It is important that a contingency plan is in place **before** the need arises. **WATCH THE WEATHER and BE PREPARED BEFOREHAND!** There is **NO AFTER SCHOOL PROGRAM** when an early dismissal is called.

MISCELLANEOUS INFORMATION

Weekly Home Bulletin: The home bulletin will be emailed to parents the last day of the school week. It is the **best way for you to stay informed** about the happenings in the elementary school and the rest of the EC community each week. Information about days off, special events, half days, conferences, snack days, hot lunch, etc. is given. It is very important that you **read the home bulletin** each Friday and make special note of information that pertains to you and/or your child.

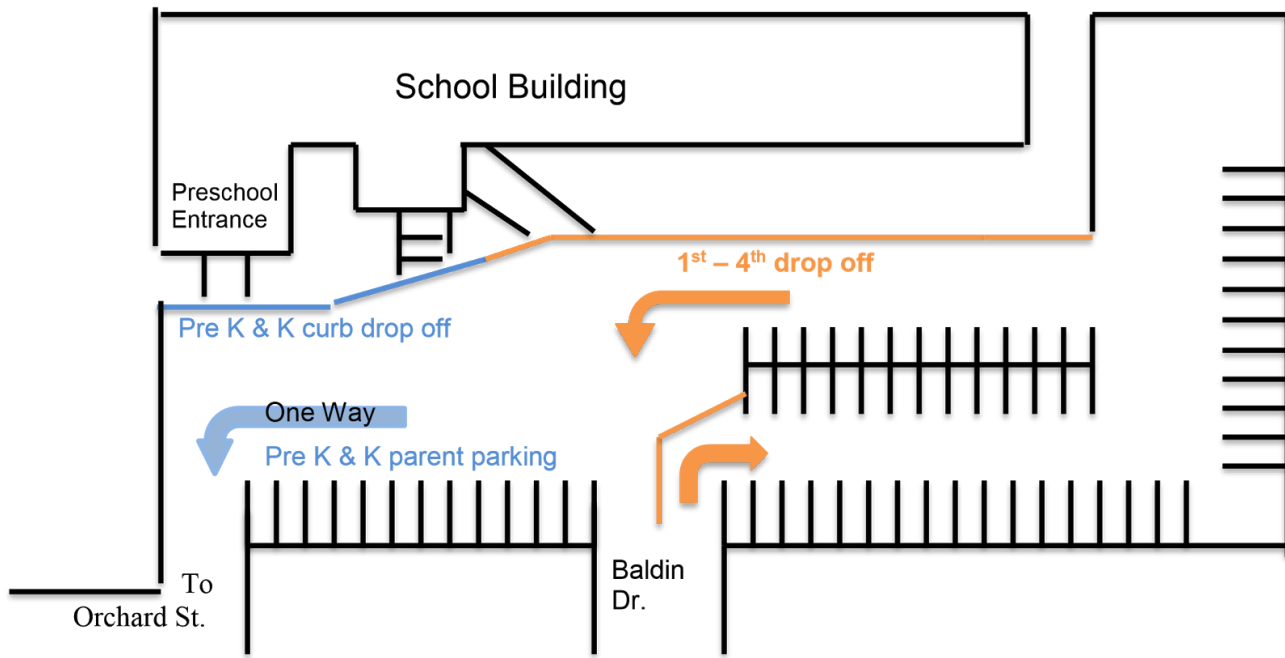
Milk Program: White, low fat milk, for a fee payable by the year (**\$55.00**), is available to each student during lunch time. (Milk will not be available to morning kindergarten) Money will be collected for milk in September. All students will receive milk if they would like it during the first week of school at no charge.

Lost and Found: The Lost & Found is located in the main lobby entrance. Whenever you visit school, please check for your child's belongings. Having names on clothing will ensure your child gets his/her belongings back if misplaced. All lost and found items not claimed will be donated to ditto.

Hot Lunch: Pizza is served every Thursday by the ECES PTO. Order forms are sent home 3x a year. Hot lunch may be ordered from Select Catering on a monthly basis for Monday, Tuesday, Wednesday and Friday. Information on Select Catering and Pizza is sent out at the beginning of the school year.

Snack Day: The PTO schedules snack days on Wednesday mornings. A group of parent volunteer provide healthy snacks to be sold by another group of volunteers for \$.25 each or for 25 Box Tops. If your child is buying a snack, he must bring in a quarter on that day. Notification of snack day is in the home bulletin.

EC Elementary School Drop Off and Pick Up Procedures



Morning Drop Off:

- **All** vehicles must enter through Baldin Dr. and turn **right** into the parking lot.
- Parents may drop off 1st – 4th grade students at the curb between the sign near the ramp and the right side of the building. Please do not leave your car unattended at the curb.
- Parents who choose to walk their 1st – 4th grade student to the playground must park in the center or right side of the parking lot and carefully walk their children through the parking lot.
- All 1st – 4th grade parents must exit via Baldin Dr. and avoid driving into the designated PK and K section of the parking lot.
- Kindergarten parents must enter through Baldin Dr. and turn right into the parking lot. Drive past the front of the school to enter the PK and K section of the parking lot.
- For quick drop off of Kindergarten students, please pull up to the curb near the preschool entrance to let your child exit the car. Please do not leave your car unattended at the curb.
- Parents who choose to walk their Kindergarten student to the playground must park in the designated PK and K parking spaces and carefully walk their children across the parking lot.
- Kindergarten parents must exit the parking lot through the Orchard St. exit. Please note this is a one-way driveway.

Afternoon Pick Up: Morning kindergarten and Stay 'N Play parents who pick up their children between 11:45 and 3:00 must enter through Baldin Dr., park in the parking lot and enter the building through the Preschool Entrance.

- Bus students are dismissed at 3:00. Pick up students are dismissed after the buses leave the parking lot.
- All day K parents and Stay 'N Play parents may park in the PK and K parking lot to pick up their children at 3:00 or the end of Stay 'N Play at 3:15 and exit the parking lot through Orchard St.
- 1st – 4th grade parents may park their cars in the center and right side of the parking lot and wait at the bottom of the stairs for students to be walked out.
- K – 4 parents may choose to wait in the line of cars behind the buses. After the buses leave, the line of cars will pull up to the curb. Students whose parents are at the curb will be ushered down to their cars. Children should enter their cars quickly so the line of cars may exit the parking lot promptly. Please exit through Baldin Dr.

Volunteer Opportunities

We are so thankful for our partnership with parents at Eastern Christian and for the supportive EC community.

It's a pleasure to serve with you as *One Body In Christ*. We appreciate our parent and grandparent volunteers. We know that your children benefit from your involvement in their education and your presence at school. *For the safety of our students, all volunteers must have a background check before they are able to assist in the school.* Below is a list of ways you can volunteer to help us and help your children

PTO: The PTO meets the first Tuesday of every month immediately following chapel. Parents can serve on the PTO team or attend meetings and volunteer to help with fundraisers and activities.

CLASS PARENT: Class moms and dads are needed to assist the teachers with class trips, parties and special events. Volunteers are coordinated through the PTO.

COLLABORATION: All teachers are involved in collaboration meetings on Wednesdays from 12-12:50. Parents are needed to supervise classes during lunch from 11:55-12:25 or 11:55-12:50 on rainy days.

PLAYGROUND SUPERVISOR: Parents volunteer to supervise the playground before school from 7:45 – 8:20 am on Mondays and Tuesdays. All teachers will be able to attend Monday morning staff devotions when we have parent playground supervisors.

LIBRARY/COMPUTER HELPER: Volunteers are needed to assist with class library book checkout.

SNACK DAY BAKER OR SELLER: Parents and grandparents can volunteer to provide healthy snacks according to the schedule and send them into school on Wednesday mornings. Volunteers are also needed to distribute these snacks on Wednesdays from 9:45-10:30.

PIZZA HOT LUNCH: Parents and grandparents can volunteer to distribute pizza to students on Thursdays from 11:30-12:30.

-----**Sample Form**-----

Parent's
Names _____

Student(s) Name(s):

I am interested in volunteering in

Please contact me at
