



COMMUNITY
SCHOOL

Quick Notes

Tuesday, September 6, 2011

Beginning next week, we will distribute *Quick Notes* directly to parents by email only. You may also read *QN* on our website or pick up a paper copy in the school office.

School Calendar

(Please visit http://www.communityschool.net/news_cal.html for a more detailed school calendar.)

Thursday	Sept. 8	7:00 pm	"From Boheme to Broadway" (Talmadge Hall, Hollins University)
Tuesday	Sept. 13	7:00 pm 7:30 pm	Early Learner & Lower Elementary Gatherings Katlyn, Sharon, and Ruth Ann (in art room) Beth and Tulie (in Tulie's room)
Wednesday	Sept. 14	12:15-12:45 pm	Lunch-A-Month (12:05-12:45 for middle school) Parents Welcome (all beef hotdog, chips, fruit, lemonade)
Thursday	Sept. 15	7:00 pm 7:30 pm	Middle & Upper Elementary Gatherings Keri and Emily (in Keri's room) Kim and Betsy (in Betsy's room)
Friday	Sept. 16	10:30 am	Class Name Skits (on the basketball court) (Rain Date: Sept. 23)
Wednesday	Sept. 21	12:15-12:45 pm 6:15 pm	Pizza Day (12:05-12:45 for middle school) Parents Welcome No pizza day for Seminar students. Board of Trustees Meeting (Emilie's room)
Thursday	Sept. 22	7:00 pm	Middle School Gatherings (in Emilie's room)
Wednesday	Sept. 28	12:15-12:45 pm	Lunch-A-Month (12:05-12:45 for middle school) Parents Welcome (tacos, chips & salsa, black beans, lemonade)
Monday	Oct. 3		No Classes – School Closed for Staff In-Service Day
Wednesday	Oct. 5	12:15-12:45 pm	Lunch-A-Month (12:05-12:45 for middle school) Parents Welcome (quesadillas, chips, corn, lemonade)

Notes from the Executive Director (Holly)

Welcome to Community School's 2011-2012 school year! Our faculty and staff have worked through the summer months to prepare for another exciting year of learning, and we are eager to hear the sounds of children on campus again.

I am pleased to announce that Community School is actively pursuing the acquisition of a Yamaha Music in Education (MIE) keyboard classroom for our students. MIE envelops children in music as active music makers, creators, and responders. The system will allow our music teacher, Kim Mucha, to work with an entire class through group keyboard instruction. Students can also work solo, together in pairs, or in small groups. The possibilities and opportunities are infinite!

Helping us achieve this goal, RSO Maestro David Wiley, soprano Leah Wiley, and flute virtuoso Julee Hickox will be performing Broadway hits, opera showpieces, and jazz duets for flute and piano on September 8, at 7:00 pm, in Talmadge Hall on the campus of Hollins University. Tickets are \$25 each and may be purchased at Community School, through our website at www.communityschool.net, and through The Jefferson Center. All proceeds benefit our new MIE keyboard classroom.

Please join us as we pursue another Community School milestone while enjoying beautiful music among friends.

Quick Notes by Email & Web Only

This issue of Quick Notes was also emailed to all parents for whom we have an up-to-date email address. If you did not receive this issue by email, please send your email address to victoria@communityschool.net.

In order to save on paper and copying costs, beginning next week *Quick Notes* will only be available via email or on Community School's website. We will be using the parent contact emails listed on the Billing and School Communication form sent to all parents this summer. *Quick Notes* will be posted on our school website by 5:00 pm. each Tuesday. A few print copies will be available each week in the school office for you to pick up if you do not have computer access.

Gatherings

September 13, 15, & 22

Don't miss Gatherings, the CS version of Back to School Night. These meetings are your opportunity to learn what your child will be doing in school this year.

Gatherings are evenings for parents to learn more about their child's level. Team teachers will conduct the evening discussions and will talk about the curriculum for the level, schedules, and Fall Festival trips. They will go over details regarding fruit break, lunch, field trips, and homework appropriate for the level. Gatherings are also an opportunity to meet the enrichment (Spanish, art, music, computer, and drama) teachers and learn about their programs. As these are informational meetings that involve staff and parents, they are for adults only and childcare is not provided. Please check the calendar section for dates, times and locations.

Class Name Skits

September 16 at 10:30 am
Rain Date: September 23 at 10:30 am

Class name skits are a big secret, so please do not ask your child to reveal anything before the skit!

Parents - Join the fun on Friday, September 16, at 10:30 am. as the classes perform brief skits revealing their class names for the year. The skits will take place on the basketball court adjoining the elementary building. The classes will perform their skits in the following order: Katlyn, Ruth Ann, Sharon, Beth, Tulie, Emily, Keri, Kim, Betsy, Katrina, Linda, Emilie, and Seminar.

Parent Packets

We will distribute Family Address Lists during Gatherings. Please watch for your Parent Packet including this item and other important information. In the interim, you can read the current Family Handbook on our website under "How to Apply."

Pizza, Milk, & Lunch-A-Month Orders

The first Lunch-A-Month day is September 14. You may order pizza or Lunch-A-Month for all or part of the year or pay as you go. If you are interested in prepaying for the year, please turn in your pizza, milk, and Lunch-A-Month orders and payments to the office. Family members can send money for extra slices if they wish to join their child for lunch on Pizza Day: \$1 per slice. Additional order forms are available in the office.

Tuition Payment Due by September 20

For those families on the monthly payment plan, the September installment is due September 20. Please contact our Business Manager at sue@communityschool.net if you have questions.

Thank you!

We extend sincere thanks to the volunteers from our Parent Workday (August 20). Your hard work spreading mulch, cleaning flower beds, washing chairs and helping spruce up the campus for the students' return is deeply appreciated. We hope to have monthly Parent Workdays, so please watch *Quick Notes* for more information.

Thank you to Sherry B. and David S., Mike M., Ted and Tanya W., Kelly S-B and B., Beth W., Melissa R. and Emmanuel L., Dave L., Kirt W. and Kim M., Michelle G. and Dan C., Laura B., Jeff H., Ellen and Dwayne D., Kim H., Renee P., David R., Liz J., David K., John C., Julie N., Kurt K., Frank S., Josh and Phineas C., Aaron P., Kelly L., Kim B., Cinthia and Adam H., Marwood L-H., Charles K., Cherilyn and Pete C., Pamela S-S. and Sheldon S., Eva and Billy B., and Jacinda W. If we missed your name, please forgive us—we truly appreciate your assistance, too!

Before & After School Care

Between 4:00 and 6:00 pm, call 400-1922 to reach the After School staff.

Before School Care (BSC) for all children will be in Betsy's room (room 110 in the main classroom building) from 7:00 to 8:15 am. Parents are required to walk their students to Before School. No staff will be on duty outside between 7:00 and 8:15 am., and children are not allowed to be outside prior to 8:15 am. There is no need to sign up in advance—just use Before School as needed.

Our After School Program (ASP) will be outside or in the art room. Lynn is our After School Coordinator, and she has lots of activities planned. After School attendance will be taken at 3:45 pm. Snack will be served at 4:15. Parents are required to sign their children out when they pick them up. All children **must** be picked up by 6:00 pm. Parents will be billed monthly for Before and After School services. Like Before School, there is no need to sign up in advance for the After School program—you can use the program on an as-needed basis.

Attendance Information

We encourage you to start the new school year with strong attendance habits for your child. Consistent and daily attendance is very important in the educational life of a child; if your child is not here, he/she will miss out on many important educational and social opportunities. Being absent or chronically tardy disrupts classrooms, creates family tension, and can produce anxiety in children.

- Students need to arrive to school on time each day. **School begins at 8:45 am.**
- If a student arrives at school after the 8:45 bell, his/her caregiver must walk the child to the main office and have a class admit slip completed by an office staff member. If the child is six years old or younger, the parent or guardian will need to accompany the child to the classroom. Caregivers of children seven years old or older (including middle school students) are required to visually monitor the child's entrance into the classroom. Without disrupting classroom activities, the student will need to give the class admit slip to the teacher.
- Attendance is taken every day and monitored by the classroom and enrichment teachers.
- Excessive tardiness and/or absences may impact a student's placement in the upcoming school year or may force a child's withdrawal from Community School.
- If a student needs to be picked up during the school day, please notify the teacher in advance. Caregivers are required to sign their child in and out of the main office whenever a child is leaving or arriving outside of scheduled school starting and dismissal times.

Tardy Policy

If a student is tardy ten (10) times within a school calendar year, a reminder letter will be sent home. If a student is tardy fifteen (15) times within a school calendar year, parents/caregivers will need to meet with the Director. If a student is tardy twenty (20) times within a school calendar year, the Director has the discretion to forcefully withdraw a student from Community School. Parents/caregivers will be responsible for the remainder of their financial contract and attendance information will be forwarded to the child's next school.

Absences

While we encourage families to spend time outside of Roanoke, and we require families to keep their children out of school if they are sick, we also recognize that actually being in school is the only way that children can benefit from the experiential education that we provide. Please attempt to plan your family trips during times when Community School is already closed. If that is not possible, please notify your child's classroom teacher as soon as you can. While teachers may send work home with your child, they will not be able to replicate everything that is covered in the classroom.

If a teacher feels that a student's chronic absences are infringing on a child's progress, a meeting will be called between the parents/caregivers, teacher, and director.

Morning Drop Off & Afternoon Pick Up Logistics

The safety of our students, parents, and staff is our first priority during drop off and pick up times. Please be advised:

- School begins at 8:45 am. Students may begin to arrive at 8:15 am. If a staff member is not present on the playground or driveway, do not drop your child off.
- School ends at 3:15 pm.
- Drivers should be in line to drop off and pick up students at the end of the driveway close to school. Staff members will assist students to and from their vehicles.
- If you need to rearrange items in your car, talk with another parent, remove or add car seats, or simply wish to park and pick up your child, please use the parking area to the left of the driveway. Blocking traffic flow or blocking the fire lane is strictly prohibited. Please walk along the edge of the parking lot, not through the middle of the lot during drop off and pick up times. If you have younger children, please hold their hands in the parking lot.
- **Cell phone use (including hands-free models) is prohibited in the Community School drop off and pick up lines.**
- Parking in the handicapped parking space, without a permit/tag, or in front of the trash dumpster is prohibited.
- **If there is a change in who is picking up your child, you must notify the office in advance. We will not release your child unless we have heard directly from a parent. Proper identification will be required of the person picking up your child.**

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