

Goshen Friends School

2015 - 2016 Parent Handbook

This information is intended for the use of the Goshen Friends School community and should not be shared beyond this community without the express permission, in advance, of the Head of School.

***Mailing Address:
814 North Chester Road
West Chester, PA 19380-6012***

Grades Preschool ~ Fifth

Main Office: (610) 696-8869
Fax: (610) 696-2578

Admissions: (610) 696-8183
Business: (610) 696-8601
Development: (610) 696-8192
Extended Care: (610) 696-2646
Head of School: (610) 696-8189

www.goshenfriends.org

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Mission Statement

Guided by the Quaker values of equality, integrity, simplicity, community, and peace, Goshen Friends School provides a strong academic foundation through a responsive curriculum and small classes to nurture joyful learning.

Essential Principles:

- We provide a quality education where children are empowered as learners.*
- We recognize that there is “that of God” in everyone.*
- We foster a welcoming environment of diversity, where all are valued and respected as unique individuals.*
- We embrace stewardship of the environment and community service.*
- We place value on being a community of students, staff and families.*
- We promote peaceful conflict resolution, trustful relationships, and respect for individual spiritual growth.*

Goshen Friends School

Welcome to the new School Year!

Whether your child is new to Goshen Friends or returning, please take the time to read this handbook. It provides information about the school and its operations. Any questions should be directed to the school office at 610-696-8869. Thank you.

SCHOOL HOURS

Office Hours – 610-696-8869 - 8:00 a.m. to 4:00 p.m.
After 4:00 p.m. the phones will be forwarded to our voice mail system.

For Extended Care, call **610-696-2646** – available from 7:45 a.m. until 6:00 p.m. on days school is in session. Other days may be available as Day Off Care. Lunch bunch for morning preschool children is from 12:00 noon until 1:30 p.m. and from 12:00 noon until 12:30 p.m. for afternoon preschool children.

Preschool - Morning classes meet from 8:45 a.m. to 12:00 noon. Afternoon classes meet from 12:30 p.m. to 3:00 p.m.

By My Side – Classes are held Wednesday or Thursday mornings from 9:30 a.m.—11:00 a.m. during 12 week sessions in the fall & spring.

Kindergarten class begins at 8:15 a.m. and dismissal is at 12:00 p.m.

Kindergarten & G-1 Enrichment begins at noon and concludes at 3:00 p.m. on Tuesday, Wednesday and Thursday.

Lower School - All Lower School classes begin promptly at 8:15 a.m. and conclude at 3:00 p.m.

CURRICULUM AND ACCREDITATION

Goshen Friends School is accredited by the Pennsylvania Association of Independent Schools (PAIS). This is the accrediting agency for independent schools in Pennsylvania and is associated with the National Association of Independent Schools in Washington, DC. The School is a member of the Friends Council on Education, a national organization of Friends Schools that is concerned with the Quaker nature of practice in our schools. Its offices are located in Philadelphia. Goshen Friends also operates under the guidelines offered by the Committee on Education of Philadelphia Yearly Meeting, also located in Philadelphia at 1515 Cherry Street.

The curriculum at Goshen Friends School is designed to meet the developmental progression of each child at an appropriate level. We meet the standards of PAIS, and use the published standards of the Pennsylvania Department of Education (their website is www.pde.state.pa.us) for guidance while implementing our own considered standards of practice. Our teachers meet with colleagues from other Friends schools and attend workshops and conferences to remain current with practices that fit our curriculum and implementation.

BUSING INFORMATION

Public school districts are required by the Commonwealth

of Pennsylvania to provide school bus transportation to any students attending independent schools who live within a ten-mile radius of that school district. The arrangement is between the taxpayer parent(s) and the school district and/or its busing contractor.

Goshen Friends School is required to provide school districts with names of all the children enrolled in our school who reside in their district, regardless of whether or not parents choose to utilize the busing system.

Busing schedules are determined by the school districts. Parents receive a post card from their school district in August with notification of busing arrangements.

After receiving this information parents may choose not to use the busing being provided. It is the responsibility of the parent/guardian to notify the transportation office of his/her school district of this decision.

Residents of Tredyffrin-Easttown, Great Valley, Unionville-Chadds Ford, Rose Tree-Media and the Downingtown school districts, please note that these districts provide only "to school" transportation for kindergarten children. Please call those school districts with any questions.

Children **may not** ride home on public school buses on which they are not registered.

If you should have any questions or concerns about your busing, please contact the transportation office of your school district.

Transportation Offices

Chichester	610-485-6881 Ext. 2279
Coatesville	610-383-7900 Ext. 82421
Downingtown	610-269-8460 Ext. 6228
Garnet Valley	610-579-7428

Great Valley	610-889-2133
Kennett	610-444-6619
Marple-Newtown	610-359-4200
Phoenixville	484-927-5026
Rose Tree-Media	610-627-6478
Tredyffrin-Easttown	610-240-1680
Unionville-Chadds Ford	610-347-0804
Wallingford/Swarthmore	610-892-3470 Ext. 1701/1702
West Chester	484-266-1040

SCHOOL BUS SAFETY

At Goshen Friends, we want all children to be safe at school, on the playground, in their cars, at home, and on the school bus. **Students must follow these rules for everyone's safety on the bus and at the transfer point!!**

Stay in your seat facing forward.

Do not climb over the seats or crawl on the floor.

Talk quietly with your neighbor, please do not shout or make excessively loud noise.

Do not tease, touch or aggravate other children.

If someone is teasing, touching or aggravating you, you have a RIGHT to tell an adult. This is NOT tattling.

Do not distract the bus driver as he/she is DRIVING!!

LISTEN TO THE BUS DRIVER. IT COULD BE AN EMERGENCY!

If our students cannot or will not follow these safety rules, they can be asked not to ride the bus for an extended period. Riding the bus is a PRIVILEGE. It can be taken away if children cannot behave in a safe way. Please cooperate for the safe travel of all students.

ARRIVING AND DEPARTING

To ensure the safety of the children and because we have children arriving and departing throughout the day, it is

very important that you note and follow all traffic patterns outlined in this handbook. If someone else is to drop off your child, please inform them of these routines.

MOST IMPORTANTLY: Goshen is a one way campus. Enter at the main entrance and exit either past the lower school through Bellingham or past the preschool/main building. Our speed limit is 10 mph.

If your child is to be picked up by anyone other than the regular car pool or bus, **he/she must have a note from home** - even to go home with a friend from school. We will not release a child to anyone other than parents without a note, preferably sent in with your child in the morning.

If your child is going home with a friend, there must be notes confirming this arrangement from both families. The notes should be sent in with the child in his/her book bag. The classroom teacher will send these notes to the office to adjust the dismissal schedule. Without notes from both families, extra work is created for the office and can cause disappointment for the children involved.

To insure your child's safety, we will ask for identification from anyone who is picking up your child if the teacher is unfamiliar with the person. PLEASE tell the person that this is required.

Late Pick-up: If you will be late picking up your child, please call. Children may worry. If you are more than ten minutes late, your child will be taken to Extended Care.

We do not encourage curbside conferences with the teacher as this holds up the line and is often too rushed. Please call the office for an appointment to talk with your child's teacher about when she will have time to focus on what you have to say.

We support the creation of car pools. However, some children may feel more comfortable having a parent transport them the first few times. Starting school and traveling with a stranger may be too much to handle for some children. Mom or Dad riding along in the car pool a few times may be helpful.

Seat belts/car seats: It is our policy to comply with the laws of the Commonwealth of Pennsylvania in buckling children into required car restraints.

ALWAYS ENTER THE CAMPUS AT THE LOWER DRIVEWAY, DIRECTLY ACROSS FROM EAST GOSHEN ELEMENTARY SCHOOL. Traffic continues in a one way direction to the preschool/office, Grange or classroom buildings. Please adhere to the 10 miles per hour speed limit on the school grounds.

Preschool (excluding G-1) and School Office - Bear to your left and proceed through the stone gateway, then to the left up the hill past the playground.

To drop off your child, stay in a single line until you reach your child's classroom. Preschool teachers will greet children as they assist them from the car (starting at 8:45 a.m.) Parents should then continue IN A SINGLE LINE, exiting the upper drive by the Meetinghouse.

PLEASE BE PATIENT AND DO NOT PULL OUT OF THE LINE FOR DROP OFF AND PICK UP — THIS IS DANGEROUS AND DISRUPTIVE TO THE PROCESS.

Drivers are to stay in the car. Parents are often eager to help, but staying in the car speeds up the process. (For your child's safety, please do not allow children to leave the vehicle or hang out windows while you are waiting in the car line.)

If you need to get out of your car to come to the office,

pull out of the traffic line and park to the far left, next to the grass area. PLEASE DO NOT block the flow of traffic.

To pick up your child, please follow the car line to the upper building, staying on the left side of the parking lot next to the grass area. The first car in line should pull up to the telephone pole. Teachers will bring your child from the Meeting House to your vehicle and assist them into the car seat.

Preschool G-1 –

Morning Drop Off, 12 noon and 3:00 p.m. pick up -

After coming in the entrance, please bear to the right around the back of the Grange Building and advance to the red porch. Side by side lines will be utilized. A teacher will assist your child from the car starting at 8:45 a.m. (or into your car at 12 noon or 3:00 p.m.) Then continue in a single line to the right through the stone wall and exit either past the Preschool building above or the Lower School. Note: there will be a car line at both the preschool & the lower school. Please do NOT go around the line.

PreK Enrichment & KI Enrichment – Pick up is the same as in G-1, unless other arrangements have been made.

LOWER SCHOOL, GRADES Kindergarten — 5 – Drop off and pick up will occur at the far end of the Lower School building. Drop off will begin at 8:00 a.m. Please do not leave your child unless there is a teacher to greet him.

Lower School students will be dismissed at 3:00 p.m. Please send a note to your child's teacher if you are picking up your child early.

Please exit through the driveway of Bellingham.

LEGAL & PHYSICAL CUSTODIAL ORDERS

When a student's parents are estranged, separated, or divorced, Goshen Friends School will assume that the parents have joint legal custody, unless a court order specifies otherwise. In cases of sole legal custody, a copy of the order must be provided to the school.

In cases of joint or shared physical custody, Goshen Friends School may, at its discretion, request a copy of the prevailing order of court in order to promote safe and effective dismissal and pick up procedures.

MEDICAL & IMMUNIZATION FORMS

Children cannot attend classes at Goshen Friends School until and when all proper and current medical and immunization forms are completed, signed and submitted to the school. Students may not begin school without these forms filed in the school's office.

SECURITY – LOWER SCHOOL AND PRESCHOOL

For security reasons, all doors are locked during school hours. If you are visiting our campus, please come to the main office and sign in so that we know who is on our campus at all times. DO NOT knock on the Lower School doors and ask a teacher to let you in without coming to the main office FIRST.

SOCIAL MEDIA

We ask that parents be vigilant about their child's involvement in social media. Goshen Friends School takes the issue of cyber bullying very seriously, and the school reserves the right to become directly involved if and when such transgressions occur with or among our

students. Parents should be fully aware of what and how their children are communicating with Facebook, Instagram, Twitter, etc. and rude, threatening, hurtful and demeaning comments made by students through social media will not be tolerated. An IUP (Internet Usage Policy) is sent home and signed by third, fourth and fifth grade parents at the beginning of the school year.

WHEN YOUR CHILD IS LATE

All students who are late to school MUST report to the School Office for a late pass so that our attendance is accurate. (for the lower school grades, this is an arrival time past 8:15 a.m.) The student will then be escorted to class by the parent or school personnel. **IF YOU DO NOT GET A LATE SLIP FOR YOUR CHILD, the office *may not know* that your child is in school that day. This may cause uncertainty about dismissal information for your child.** We need parents' cooperation in getting students to school on time or following this procedure if the student is late.

Arriving late is upsetting to a child because he/she misses the opening of the day and spends the remainder of the day catching up. Please arrange your schedules so that your child may arrive on time. **(If chronic lateness continues to occur, parents will be required to meet with the Head of School.)**

WHEN YOUR CHILD IS ABSENT

Preschool: Please call the School **before 8:30 a.m.** for morning classes or **before 12:15 p.m.** for afternoon classes if your child will be absent.

Lower School: Please call the School **before 8:00 a.m.** if your child will be absent. Upon returning to school, Lower School children must have a note from home

stating the day(s) school was missed and the reason for the absence.

If your child is going to be late to school, he or she must arrive before 11 a.m. If a child has a doctor's or dentist's appointment during the day and has attended school before 11 a.m., he or she is allowed to return after the appointment. While it is recognized that an occasional early dismissal may be necessary to accommodate doctor appointments and other commitments, families are asked to limit these occurrences.

Daily school attendance is important for your child's sense of consistency and sequence of learning. We therefore encourage you to plan family trips around our scheduled school holidays. However, if you are taking a trip, or your child will be out of school for a reason other than illness, please notify the office. **Lower School parents must write a letter in advance notifying the Head of School of the date(s) your child will miss school.**

If chronic absences, late arrivals and/or early dismissals continue to occur, parents will have a meeting with the Head of School. Parents should understand that absences due to travel or family decisions not planned around our vacation schedule do not necessitate teachers' providing work in advance for that time away. Unexcused or extended absences will be handled on a case by case basis by the Head of School and the classroom teacher.

TIME OF REFLECTION – LOWER SCHOOL

Every Monday, lower school students participate in morning assembly (8:15 – 8:30 a.m.). On Tuesday, Wednesday, Thursday and Friday, the students observe ten minutes of silence from 8:20 – 8:30 a.m. This is a special time of the day when students have a chance to

center themselves and prepare for the upcoming day. Please do not disrupt this important part of the morning by talking in the Lower School hall or asking for a conversation with a teacher. If a child arrives between 8:20 and 8:30 a.m., he or she will remain in the office and then be escorted by school personnel or a parent to the classroom after 8:30 a.m.

SCHOOL CLOSING AND DELAYED OPENINGS

For closings due to snow or other inclement weather:

Because the majority of our Lower School students are bused from the West Chester Area School District (WCASD), we usually follow their lead on what to do. (#851 is the WCASD's closing number.) When WCASD is closed, GFS is usually closed. We announce our plans on the school answering machine, the website (www.goshenfriends.org), KYW Newsradio, and television stations 3, 6, and 10, and also by text message, email and, when the timing is appropriate, voice messages through Blackboard Connect. Our school closing number is #882. Excessive numbers of snow days may result in our having to make days up later in the school year through canceling vacation days or adding days to the end of the school year. Parents will be notified in advance of these changes.

For delayed openings:

Again, we normally follow WCASD as to the delay, which is usually a two-hour delay. However, we make adjustments to our schedule as follows:

Lower School (First-Fifth):

Classes will begin at 10:00 a.m. The day will progress with the schedule eliminating any classes prior to our start time for the day.

Kindergarten:

With a two-hour delay, we will have kindergarten. It will start at 10:00 a.m. and run through noon, or 3:00 p.m. if it is a day for the afternoon enrichment program. Different school districts have different policies about transportation on these days and may not provide services. **Please check with your school district.**

Preschool:

With a two-hour delay for older students, we will have morning preschool and it will start at **10:00 a.m.**

Extended Care:

Extended Care will open at 10:00 a.m. with no early care offered and run the full day through to 6:00 p.m. on days when there is a delayed opening.

As always, use your own judgment as to whether or not you want to drive in inclement weather. Conditions may be different where you are than at school. SAFETY ALWAYS COMES FIRST!

EMERGENCY DISMISSAL

When an emergency dismissal is required:

The school office will notify by phone, email and text all families of children present at the time of closing.

Please do not try to call the school on such days about emergency dismissals. This ties up our phone lines and interferes with our need to personally contact parents or other caregivers.

It is absolutely essential that you keep us up-to-date on emergency contact information so that we can reach you.

DISCIPLINE POLICY

Goshen Friends School believes in practicing peaceful conflict resolution. We support children in using this technique to advocate for themselves and in dealing with classmates who may be infringing on their “space”. We teach children to “use their words”. At times, matters may be beyond the ability of children to deal with themselves, and we encourage them to obtain the help of an adult who will facilitate the process.

If matters become more complicated, the Head of School may be asked to mediate a problem. While we encourage each participant to take responsibility for his or her behavior and to make amends if warranted, each situation will be handled on an individual basis. Both suspension from school and expulsion are rare at Goshen Friends School, although the school reserves the right to dismiss a child, if necessary. We would like to avoid this and ask for parents’ support in upholding the tenets of non-violence, respect for all, seeking help when needed and practicing self-control as goals for personal and communal growth. Please stay in touch with your child’s teacher regarding your concerns.

CONFIDENTIAL INFORMATION

Goshen Friends School is often privy to confidential information that affects our students’ lives. When a child has parents who are divorced or separated, the School can be put in a difficult situation when the parents do not communicate effectively. This is to serve as notice that we will not share confidential information given by one parent with the other in these cases, unless we have the WRITTEN, SIGNED permission of the providing parent to do so.

EXTENDED CARE

Extended Care is offered by Goshen Friends School to fit the time needs of parents and the positive growth needs of the children. The program offers both enrichment and relaxation for Preschool and Lower School children. The program includes crafts, stories, outdoor play and snack time, as well as homework and quiet time.

Extended Care and Day-Off Care (for conference days) are offered for all students enrolled in the School. Preschool children may also participate in the Extended Care program on days when they are not regularly scheduled for class.

Snacks are offered to children. Parents must provide lunch and beverage.

For pick-up at times other than car line, parents must sign children out.

Times available:

Extended Care should be reserved in advance, except in case of emergency.

Preschool children may be enrolled for blocks of time between 7:45 a.m. and 6:00 p.m.

Kindergarten children may be enrolled from 7:45 a.m. to 8:00 a.m. and between 12 noon and 6:00 p.m.

Lower School children may be enrolled from 7:45 a.m. to 8:00 a.m. and from 3:15 p.m. to 6:00 p.m.

Lunch Bunch is available from 12:00 noon - 1:30 p.m. (12:00 - 12:30 p.m. for afternoon preschoolers.) It is a supervised lunch time for all our preschoolers. Children provide their own lunches. Drop-ins are welcome on a first-come-first-served basis. Reservations are required - call 610 696-2646.

HOW TO RESERVE CONTRACTED CARE

Complete the green Extended Care Reservation Agreement forms (included in the summer mailing, available in the office, on the school website or by calling **610-696-2646**) indicating the days and times care is needed. Return it to the office with a \$25.00, **non-refundable**, processing fee that will be applied toward your first invoice. Your bill will be calculated based on this agreement. Changes to the agreement require the completion of a new form.

HOW TO SECURE "DROP-IN CARE" SERVICE

Children may use Extended Day Care on an "as needed" or "drop-in" basis if there is room. Please plan carefully for Drop-In Care and phone Extended Day (**610-696-2646**) for availability, as this care can only be offered if space is available. **All arrangements must be made with the Extended Day Care staff.** Call Extended Day to schedule the date needed, hours needed, pick-up time, and to advise personnel who will pick up the child up. If space is available, the time will be confirmed. Space is always available in the event of an emergency.

FEE AMOUNTS AND PAYMENT ARRANGEMENTS

Extended Care fees are \$9.00 per hour for contracted care and \$10.00 per hour for drop-in care. For Preschool students, early care (from 7:45 a.m. until the start of your child's class) is offered at \$5.00 per day. **Early care will be provided at no charge if your child attends lunch bunch that same day.** For Lower School students, early care (7:45 a.m. until 8:00 a.m.) is offered at no charge.

You will be charged \$25 per quarter hour (or fraction thereof) after 6:00 p.m.

Invoices will be sent after the conclusion of each month for reserved, drop-in and late charges.

For contracted care, days that school is scheduled to be closed will be taken into account when the amount billed is determined. There will be no reimbursement for snow days, days your child is absent, or early pick-up.

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between home and school is vitally important. We will notify parents by e-mail unless otherwise directed. Please be sure you have submitted a current e-mail address to the office, and notify us of any changes. We feel this will facilitate information exchange. You may always e-mail the Head of School (michelle.blackwell@goshenfriends.org) or phone (610-696-8189) with questions or concerns.

Check with your preschool child daily to see if he/she has brought home any notes, papers or projects for you. These things can be buried at the bottom of a book bag or backpack. Kindergarten through 5th grade students will receive routine notices from the school and the Goshen Parent Community in an envelope that will be sent home each Friday.

Please call and leave a message with the school office for the teacher to contact you if you have any questions or concerns about your child's school day or relationships with classmates or teacher. We need to know, too, about any unusual happenings at home (absence of a parent, death in the family, move to a new home, birth of a sibling, etc.) so that we can better understand and work with your child.

Another form of communication is our website www.goshenfriends.org. We encourage parents to visit the site often for important information.

TELEPHONE CALLS

The primary responsibility of all our faculty is to teach and care for their students. Teachers will not receive phone calls during their classroom teaching times, unless there is an emergency. The administrative assistant will receive all calls to teachers and pass along necessary messages.

Faculty will return e-mails and/or phone calls to parents within 24 hours.

PARENT/TEACHER CONFERENCES AND WRITTEN REPORTS

Preschool – Progress reports are sent to parents in November and May with informal written and verbal communication occurring throughout the year. A parent/teacher conference occurs in January.

Lower School - Parent/teacher conferences are scheduled in November and March for all students. There are no classes on Conference Days. Day-off Care is available. See School Calendar for dates. Written reports are sent home two times a year, mid-January and at the end of the school year.

Additional parent/teacher conferences, beyond those regularly scheduled, can be arranged at any time during the school year. If you have questions or concerns, don't hesitate to contact your child's teacher to arrange a conference. This can be done by calling the school office, by a note in your child's book bag, or by email.

VOLUNTEER POLICY

We encourage parents and grandparents to volunteer in our classrooms and libraries. Individual connections

should be made through the classroom teacher or with the school office. We realize that there are many talents, skills and hobbies in our community, so let us know how you feel you can help, and we will try to fit it all in! Many parents have taken on tasks for the current year and we are so grateful for this service to the children and the school. We ask that volunteers remember that you may be privy to confidential information and ask you to honor that. Thank you for this understanding.

Volunteers in Kindergarten through 5th grade are required by Pennsylvania Act 153 to provide clearances. Contact the office for forms.

GOSHEN PARENT COMMUNITY

Goshen Friends School's parent organization is called the Goshen Parent Community (GPC). The mission of the GPC is to enhance the overall experience of the children attending GFS, support the GFS staff, and encourage a sense of community among the students, families and staff. This is accomplished through community-building activities and gifts to the school.

Co-clerks share the responsibility of directing the organization with the help of a recording clerk and a treasurer. Classroom representatives serve as liaisons between the organization and the teachers and other parents. All parents are encouraged to attend meetings and participate in activities.

HEALTH SERVICES

A school nurse is provided to the school by the West Chester Area School District. He/She will check health records and do routine screenings.

Our school social worker is on campus regularly each

week. She spends time visiting classrooms, as well as being a resource for teachers and parents. Please call the school office to arrange consultations.

The Chester County Intermediate Unit provides the school with speech and reading therapists one day a week for Lower School children. The CCIU will also provide speech evaluations and therapy for Preschool students at the request of the parent if it is needed. Classroom teachers will work with families to obtain services if it is thought there may be a need for them. STATE-MANDATED SPEECH SCREENINGS ARE DONE IN KINDERGARTEN EVERY YEAR.

Illness

To avoid the spread of illness, we require that children stay out of school for twenty-four hours after a fever or vomiting. A skin eruption or eye infection must be checked by a doctor to determine if it is safe for the child to come to school. The normal childhood immunizations are required.

Please inform the school at once if your child contracts a contagious disease. By law, children with communicable diseases require the following procedure:

Chicken Pox - All pox must have scabbed over before the child returns.

Impetigo - A note is required from a doctor indicating recovery.

Strep Infection – The child must be kept out of school until the school receives a doctor’s note allowing the student to return.

Head Lice – Families will be notified by the school if there is a problem with head lice. Students found with head lice will be required to follow the (WCASD) West Chester Area School Districts’ guidelines, which will be provided to the parents as needed from our school office.

A student diagnosed with head lice will be sent home immediately for treatment. The student may return to school after being diagnosed “nit free” by the school.

Pink Eye (Conjunctivitis) - This is very contagious, so students are required to stay at home until the infection is successfully treated.

Nut Policy

Because of potential dangers from allergies and to therefore protect students, Goshen Friends is a peanut and tree nut free school.

Pet Policy

No pets are permitted on campus at any time.

POLICY ON DISPENSING MEDICINE

We discourage the dispensing of any medication during school hours. Please try to time medication for your child so it will not have to be given at school. We realize, however, that there are times when medication must be taken during school hours. If you want your child to receive medication while at school (cough drops and over the counter medications included) **it MUST be labeled clearly in the original container. You must provide us with the following information or we WILL NOT be able to give your child the medication:**

Type of medication

Reason for taking the medication

Possible side effects for which to watch

Dosage, date, and time to be taken

The name and telephone number of the prescribing physician

A signed statement from the parent/guardian authorizing a Goshen Friends School staff person to administer the medication

If a prescription medication dosage should change throughout the school year, a written notice of the change, from the prescribing doctor, must accompany a new Student Medication Form.

Children may not have medications in their possession, including cough drops, any types of vitamins, herbal therapy or other over-the-counter medications. **We will not administer any medication without a parent's permission and authorization from a physician.**

AHERA COMPLIANCE

The federal government has promulgated regulations regarding asbestos abatement and management called AHERA (Asbestos Hazard Emergency Response Act). All private and public schools in the US are required to adhere to this regulation and to notify parents and employees of their compliance. GFS has required AHERA inspections on a routine basis and have complied with all existing regulations pertaining to the above. The AHERA management plan is available in the business office for your inspection should you wish to see it.

PLAYGROUND RULES

Below are the playground rules which we follow during all-school events. We ask that you review them and assist the GFS staff with enforcing them when attending GFS community events. During school hours, when only lower school students are using the playground, we do make exceptions to these rules (for example, as they pertain to the slides and train), however, when preschoolers are on the playground too, we revert to the preschool rules. There is still plenty for children of all ages to do. We hope all our students understand their responsibility to be good role models for the younger children.

1. All lower school students should participate and use respectful behavior when student or guests are making presentations.
2. Children must be visible at all times--on the playground, the flat surface of the field and the blacktop. Children should not be in the wooded or evergreen area.
3. No one leaves the playground without the permission and/or escort of a parent. Cross the driveway only with an adult.
4. Do not run with, or throw, sticks, stones or rocks. When building fairy houses, build around the base of a tree. Snowballs may only be thrown at teacher-designated targets.
5. Climb using climbing equipment only. Trees, walls, swing supports and concrete cylinders are not climbing equipment. Sheds, surrounding stones and wall should not be tampered with and are off-limits.
6. When in use, the tree house area should always be supervised. Children should face the ladder as they go up and down on the appropriately marked ladder. Cones will be placed in front of the ladders when the tree house is closed.
7. Slide down the sliding board. Squish the lemon isn't allowed. One child uses the slide at a time.
8. The monkey bars are to be used only by children who are at least 5 years old, as per the

manufacturer's specifications. An adult should supervise at all times.

9. Sit on the swings correctly (no kneeling, standing, or laying on belly as per manufacturer's guidelines). One child per swing. No swinging side to side, twisting or jumping off swings.
10. Students should not climb on the roof of the train. No jumping off any part of the train.
11. Only three children may sit on the chair at one time. No sitting on the arms.
12. The children must be supervised on the geodome.
13. Good sportsmanship is expected at all times.
 - Follow established rules for soccer (**no** heading), **touch** football and capture the flag.
 - No rough play, tackling or pushing.

DAY TO DAY INFORMATION

Meeting for Worship

Students from Kindergarten through fifth grade at Goshen Friends School attend Meeting for Worship, after the manner of Friends, on Wednesdays at 10:00 a.m. in the Goshen Friends Meetinghouse. This is a communal experience where those present seek actively in silent worship for the Spirit of God that dwells within each of us. Children and adults are free to speak as they are led. Preparation for Meeting is done with discussion and guidance in Quaker practice in classrooms on a

continuing basis.

Preschool classes have meeting for worship at varying times throughout the year.

Goshen Monthly Meeting holds Meeting for Worship on Sunday (First Day) at 10:45 a.m.

All members of the Goshen Friends School family are welcome to attend at either time.

Assembly

The Lower School will begin the week with a ten-minute assembly, from 8:20 to 8:30 a.m. on the first class day of the week—usually Monday.

The purpose of this time will be to review the schedule for the week, note any changes, make brief announcements, acknowledge birthdays collectively for the week, and to set the tone of community for the students and faculty. We will close the time by singing “Circle of Friends”. Students will then be dismissed to their classes, accompanied by their teachers.

Clothing

Both Preschool and Lower School children will be involved in “hands-on” activities, so sturdy play clothes are most appropriate. Please select clothes for school that can be easily managed by your child for bathroom purposes.

We go outside on every day that is possible, so be certain to send appropriate clothing (boots, mittens, etc.). Providing boots and jackets which are easy to put on is another way to help a child feel competent.

PLEASE LABEL ALL ARTICLES OF CLOTHING CLEARLY WITH YOUR CHILD’S LAST NAME so lost items can be returned. Clothing that is in keeping with simplicity and function is best for play and comfort when working at

one's studies. Clothing that fits the weather is encouraged as we go outside for recess when at all possible.

Camouflage, fatigues and any clothes that promote violence are not in keeping with Quaker values and are not allowed. Bare midribs and clothing that is too small for growing bodies can be distracting and are not encouraged. Shoes with platform soles and those that do not stay securely on children's feet discourage easy movement for sports and play. Sneakers are appropriate for school wear and are strongly encouraged. A second pair of shoes on potentially muddy days is a good idea.

Lost and Found

Preschool items are located in the benches outside the preschool bathrooms. Lower school items are kept in that building.

Forgotten Lunches

Any student who has forgotten his/her lunch will be provided a "rescue" lunch by the school.

Snacks

A light snack will be provided for all Preschool and Kindergarten children. Lower School children should check with their classroom teacher to find out how snack is handled in individual classrooms. If children have allergies, please be sure to fill out the appropriate forms sent in early summer. It is also important to notify teachers of any change throughout the year.

Birthdays

Since Goshen Friends School is guided by the principles of simplicity and caring for our Earth, children's birthdays may be celebrated **briefly** in the classroom at snack time or at the end of the day. Please check with your child's teacher beforehand to plan an appropriate time.

If your child would like to donate a new book to the libraries in honor of his/her birthday, we will be happy to recognize the gift with a special bookplate stating your child's name and age to honor the occasion.

Please do not send birthday party invitations to school to be distributed unless **everyone** in the class is invited.

Children who leave school to attend a birthday party may not return to school for Extended Care or pick up by bus or carpool.

Field Trips

Teachers plan field trips to enhance the programs in the classrooms. Permission slips and payment information (most Lower School trips will be included in the tuition charge) will be sent home in advance. Since we usually leave on trips soon after arrival time at school, be sure to let the teacher know if your child will be absent that day so the class doesn't wait unnecessarily. Appropriate field trip clothes are expected of all students.

If you do not permit your child to attend a particular field trip, you must make your own arrangements for child care for that day; it will not be provided by the school.

For a successful field trip program, we often need parent drivers. Please try to arrange to drive for a trip. We appreciate this help!

All parents driving must provide a copy of their valid state driver's license and proof of insurance to the office. Note that the driver's insurance coverage will be the primary coverage. Please check with your insurance broker regarding your coverage limits.

Please inform the teacher about how many children you can take seat belted in your car. All children under eight years of age must use the appropriate car or booster seat.

We want to assure you that when your child is on a field trip, her safety is of utmost importance to us. When you, as a parent, are with us on a field trip, we ask that you keep a close watch over any children that you are responsible for. Since this is a school event, **all children are expected to follow the rules set by the teacher.**

Car Seats

Goshen Friends personnel are **REQUIRED** to place young children in proper seating and car restraints according to the laws of the Commonwealth of Pennsylvania and the safety of the child. If proper seating and restraints are not available, the parent or other designee picking up the child will be asked to exit car line, park and secure the child in the car.

Halloween Costumes, Toys and Items from Home

Because Goshen Friends School is a Quaker school and committed to positive, non-violent conflict resolution, **we do not allow costumes that portray or toys that promote or depict violence, such as action figures, guns, swords, tanks, etc. Items that may harm others, such as laser pointers, are strictly forbidden.**

While we understand the need for “transition items” for small children, **we prefer children do not bring toys from home to school.** We encourage them to join in with classmates using the toys we have at school. We also do not want items to be lost—this leads to disappointment for all.

Visitors

When visiting, all parents and other visitors are required to sign in at the main office where they will be given a visitors pass. There are no exceptions. Passes should be returned to the office before leaving campus.

SCHOOL LIBRARY

Our school library is used regularly by the children for research and reading for pleasure. The children sign out books and are to return them the following week. The staff also depends on the library as a resource for curriculum development and implementation. They sometimes count on certain books being there for a topic being studied. Therefore, there is a school policy concerning borrowing library books. When children check out books their teacher will hold the cards of the book until the book is returned. Additional books may not be sent home if the book has not been returned the second week. When the book is overdue by a month, parents will be responsible for the cost of a replacement.

ANNUAL GIVING

Goshen Friends School sends out an annual appeal letter during the school year to family members and friends of the school as part of its Annual Giving Campaign. Funds raised through the Annual Giving Campaign go directly into the school budget to help reduce the costs of projects, programs, and typical operating expenses. Through the generosity of numerous donors, Goshen Friends School can keep tuition costs as low as possible and ensure a more economically diverse student body.

ADMISSIONS

Admissions are handled by the Admissions Director at 610-696-8183. Decisions on admission to Goshen Friends School are the result of the meeting of the Admissions Committee.

Parents whose children are applying for admission to Preschool must complete an application form.

Parents whose students are applying for admission to Lower School will be required to fill out an admissions

application form and provide records from previous schools. The Admissions Director may also ask permission to speak with an applicant's previous teachers. Any other information that would prove helpful to the admissions process should be provided. A two-day visit to the School will be arranged for the student in the prospective class. Students entering Kindergarten will be given the Gesell Kindergarten Assessment for kindergarten readiness.

WITHDRAWALS

When withdrawing a child from Goshen Friends School (except for 5th grade graduates), parents must give notification of withdrawal in writing to the Head of School. Goshen Friends will not release appropriate transcripts unless written notification of withdrawal is given and all financial responsibility has been met.

FINANCIAL AID

Financial Aid is available for students who qualify. Goshen Friends is committed to having a student body that is financially diverse. The application process begins in mid-December. The family should request Financial Aid Forms by calling the Admissions Office. After completion, the forms are sent or submitted on-line to the School Scholarship Service (SSS) in Princeton, NJ, providing all the requested information.

Simultaneously, parents are to send Goshen Friends School a copy of their most recent IRS Form 1040 for the previous year. The school (and the family if requested) will receive a print-out of the report from SSS. The Financial Aid Committee will meet during January to distribute available funds and families will be notified in writing of the award.

For the children of Quakers (members of Monthly Meetings), funds are available from Philadelphia Yearly Meeting, and often from Quarterly and Monthly Meetings. Applications for these funds should be requested in January from our Admissions Office.

Quaker children and those who represent diversity are eligible for grants from GFS that are not based on need, but for which parents must apply. Please contact the Admissions office for the appropriate form in December.

FINANCIAL ARRANGEMENTS

Payments for tuition and fees are expected as stated in the Enrollment Agreement signed by the person(s) responsible for payment. Four payment arrangements are available as outlined on the Enrollment Agreement. A **non-refundable** enrollment deposit of \$200 for preschool and \$500 for Lower School is due at the time the Enrollment Agreement is signed. This is usually expected in mid-February (the date will be on the Enrollment Agreement). Fifty percent (50%) of the tuition must be paid at the time of attendance in September.

No student will be admitted to school in September without a signed Enrollment Agreement and proper payment of tuition. All previous year accounts must be paid in full before the start of school, unless a payment arrangement has been agreed upon between the parent and the business office.

Students who receive financial aid will be apprised of the award with adequate time available to make enrollment decisions by May 1st.

Unless the Head of School is notified in writing by May 1st that a student will not be attending, families are bound by the terms of the signed Enrollment

Agreement.

TIMETABLE FOR ENROLLMENT

Mid-November/Early December

Those requesting financial aid should notify the Admissions office (610 696-8183)

- Completed financial aid forms are to be sent to SSS in Princeton, NJ and to the GFS admissions office (with the most recent IRS 1040).

Early February

Financial aid awards are made

- Enrollment agreements are mailed out

Mid-February

- Enrollment agreements are to be returned to the Admissions office by the date noted with the appropriate non-refundable enrollment deposit.

May 1st

- Signed enrollment agreements are binding for the following school year

September

- Children attend school

OUR GOSHEN FRIENDS SCHOOL COMMUNITY

Seeing that of God in every person and seeking the truth are central to the Quaker message. We teach our children to be accepting of others and to speak the truth.

Everyone is encouraged to share any questions or concerns with the Head of School (610-696-8189, confidential line). Goshen Friends School is an open, spiritually rich and trusting community that strives to be a good example to our children by the way we have chosen to live.