



EASTERN POINT DAY SCHOOL
INSPIRE • CHALLENGE • EDUCATE

Family Handbook

*Eastern Point Day School's mission is to inspire, challenge, and educate.
Hands-on experiential learning combined with small class-size and a deep respect
for a
child's individuality create a nurturing atmosphere where children
excel academically, grow emotionally, and develop social responsibility.*

EASTERN POINT DAY SCHOOL

EPDS Family Handbook

Eastern Point Day School Welcomes You!

About Our School and Community

The community at Eastern Point Day School (EPDS) is a collaborative group of administrators, faculty, board members, families and students committed to engaging the students and each other in an educational experience where all are inspired and challenged.

At EPDS, parental and family participation in school life is a common shared value within our community. Family members participate, volunteer, and experience their children's education first hand. EPDS is uniquely enriched by its families and supporters, who generously give their time, talent, expertise and experience to improve school life on many levels. In addition to emphasizing the priority of education to our children, parents and family members also benefit from these collaborative school experiences. Much like work or daily life for adults, school is your child's "home away from home," and it is important for all of us to get to know each other, work together and share this experience.

Basics of the School Operation and Day

EPDS is a welcoming and open environment where certain protocols and procedures ensure that the school operates at its best and in accordance with state regulations.

Contact Details

7 Stewart Avenue

Gloucester, MA 01930

Phone: 978-283-1700

Fax: 978-283-0422

Headmaster: Robert Teel

Email: info@easternpointdayschool.org

Web site: www.easternpointdayschool.org

Each year in October, the school publishes a directory with the contact information for all faculty, board, and family members.

Required Forms

Prior to enrollment at EPDS, the following forms are required:

- application
- terms and conditions contract
- medical information
- immunization records
- general field trip permission slip
- pick-up authorization
- picture authorization
- emergency cards
- complete student records for transfer students (i.e. cumulative folders)

Hours

The school day begins promptly at **8:30 a.m.** and students are dismissed at **3:00 p.m.** Students may enter the building at 8:15 a.m. and proceed to their classrooms.

● **Parking**

In general, all staff, and drop off and pick up parking is on Farrington Ave. When parking on Farrington, please be careful not to park in front of hydrants, on the cross walk or within 15 feet of corners. No parking is permitted on the sides of Stewart Ave. as it is a fire access lane and also it is unsafe for the students arriving or being pickup to have cars pulling in and out of the gravel parking area or travelling up and down Stewart Ave. The gravel parking area at the bottom of the driveway is reserved for short-term parking for PreK drop-off and pick-up 8:30-8:45 and 11:55-12:15, for persons with physical challenges that need closer access to the school, and for persons with younger children who will be accompanying them into the school for drop off or pick-up. Any parking longer than 20 min needs to be on Farrington Ave.

● **Drop-Off Procedures (NEW as of Sept. 2011)**

Morning drop-off for K-8 takes place between 8:15 and 8:25 am at the corner of Farrington Avenue and Stewart Avenue. Students enter through the corner gate or walk up Stewart Ave. to the driveway. Parents are encouraged to walk with their student to the front entrance of the school at the top of the driveway. Students may enter the building at 8:15. If a K-8th grade student is accompanied into the classroom, please take care that all interactions are completed before instruction starts promptly at 8:30 am.

Pre-K students must always be accompanied into their class by an adult.

● **Pick-up Procedures (NEW as of Sept. 2010)**

The school day ends at 3:00 p.m. and except in inclement weather, the classroom teachers walk students out of the building and down the driveway on Stewart Avenue. Please park on Farrington Avenue and walk to the bottom of the driveway to meet your child and talk to the teacher as needed. The person authorized to pick-up should be at the school by 3:00 p.m.

During inclement weather students may be dismissed from inside the building. The authorized pick-up person can wait in the lobby or outside the front door. Once the authorized pick up person arrives, the teacher transfers responsibility to him or her.

If a child is being picked up by someone other than the parent or “Designated Caregiver,” then the parent or person dropping off the child in the morning must let the school know. If the school does not know the pick-up person, a picture ID is required. No child will be released to an unauthorized person or someone who is deemed impaired by the staff. Please keep your pick-up authorization forms current and communicate changes to your child’s teachers.

School Cancellations

The school has established an email notification communication system to inform all families of school closing due to inclement weather. The decision to close the school is made by the headmaster by 6:30 a.m. The headmaster makes school closure decisions considering **but not necessarily always following** Gloucester Public School closures.

Tardiness

The school day begins promptly at 8:30 a.m. With our small and integrated classes, tardiness by even one student disrupts the start of a productive day; please have your child at school by 8:25 so teachers can begin

each day on a positive note. Tardiness days are reflected on your child's report card (please see Progress Report section).

Absences and Illness

Regular attendance is essential as one of the greatest factors in scholastic achievement. However if any of the following applies, please do not send your child to school for the well being of your children and the school community:

- 1) If your child has a temperature over 100°, they need to be fever free for 24 hours (without Tylenol or Motrin) before returning to school.
- 2) If your child is experiencing diarrhea or vomiting, we recommend that they are symptom free for 24 hours and able to tolerate solid food.
- 3) If your child has a contagious illness such as conjunctivitis or strep throat, it is the school policy that they are on medicine for 24 hours before returning to school.
- 4) Students found to have head lice should be treated as soon as possible. Parents/guardians will be notified and dismissal will then be as timely as possible.
 - a) Students can return to school after a treatment and they are nit free
 - b) It is the responsibility of the parents/guardians to inspect the student's head daily for at least two weeks following initial treatment of head lice to ensure that the condition is taken care of.
- 5) If your child becomes sick while at school, you or someone on your call list must be able to pick up the student within a reasonable time, which in most circumstances is within the hour.

Each day that a student is going to be absent for all or part of the day, his/her parent must call the school at 978-283-1700 between 8 a.m. and 9 a.m. so that the symptoms are reported and the teacher is informed.

School Vacations

Unnecessary absences by students are disruptive to the EPDS learning experience. With our small class sizes and interactive environment, teachers often need to rearrange lessons, activities, and field experiences if students are going to be absent. Also, assignments, make-up work and tests cannot replace classroom time and teacher/student exchange, and your child loses this opportunity every time he/she is absent from school.

Your family vacations should coincide with the school's vacation weeks. While we realize that our vacation schedule does not always mirror other schools, professional development days are added to the calendar during these popular school breaks to minimize students' potential absences. If you have any planned absence for your child, you must notify the teacher well in advance. If the planned absence is longer than 2 days, headmaster approval is required.

Lunch

Students bring their own lunches and snacks to school on Monday through Friday. Starting in October students can sign-up and purchase pizza on a designated weekday, or bring in their lunch as usual. Please

send pre-heated food in containers that will keep it hot, since school policy does not permit student access to microwaves.

Food Allergies

Parents of students with food allergies should notify their child's teacher so that proper procedures can put into place and precautions can be taken. Furthermore, anyone bringing food into school to share with the students needs to inform the administration and teachers of ingredients that someone may have an allergy to (i.e. shellfish, nuts, strawberries, etc.).

Birthdays and Special Occasions

Often students like to share a treat with their class on special occasions. Please talk to your child's teacher ahead of time to make these arrangements as each classroom teacher has his/her own guidelines. For parties, your child may distribute invitation in class only when his/her entire class is invited. If only selected students are invited, please mail invitations to home addresses.

Lost and Found

Please check the lost and found often for any missing items that your child has not brought home. Please remember to mark all of your student's uniforms. Anything left at the end of a school year will be added to a uniform swap session if unclaimed and unlabeled.

Cell Phones and Electronic Devices

Electronic devices, such as handheld internet devices, games, music players, etc. are not permitted at school. Students that have cell phones must have signed parental permission to have them at school and the device must be turned off during school hours including lunch and recess. Students with personal computers may only use them at school if they have parental and teacher permission and its use is directly related to a school work. Furthermore all personal computers must have internet parental protection active to limit internet access to any site rate over PG-13. Please see the headmaster for the current list of approved protection software and settings.

School Uniforms

The EPDS uniform code sets a standard of neat, casual and appropriate dress, while creating a sense of belonging. Our EPDS Logo also helps with marketing school and identifying our students, especially on field trips where students may be asked to wear a particular field trip uniform. When the uniform policy is not followed, it creates conflict among the EPDS community, therefore it is important that we all uphold these standards. It is the responsibility of the parents and students to adhere to the uniform policy. A student must have a written note if for some reason he/she cannot wear his/her uniform or using a N.U.T. (No Uniform Today) tag, which are purchased as part of the school's fundraising efforts. Student may use no more than six N.U.T.s a school year and may not use them on field experience days. The staff will help with enforcement of the uniform policy with verbal and written reminders. In some situations a parent maybe called to bring a uniform to the school or a parent may be asked to leave a uniform in school. We will provide multiple opportunities throughout the year for dress-down days. Please note: Students' names should be on all of his/her belongings, especially on sweatshirts, sweaters, and jackets. **NOTE:** T-shirts, gym shorts and sweat pants may only be worn on Physical Education day and Drama/dance day. Please make sure your student wears the appropriate gym cloths and sneakers on these days.

Shirts (long and short-sleeved)

Colors: **SOLID** navy blue, light blue or white.

Type: Polo, oxford, Peter Pan collar (girls) or turtle necks. All shirts must have the EPDS logo.

Pants, Shorts, Skirts, Skorts, Capris and Jumpers

Colors: SOLID navy or khaki, cotton or blends

When pants have loops, belts are encouraged but not required. No stretch (except on gym days), extra baggie or jeans are permitted... The length of shorts, skirts and jumpers should be reasonable-i.e. fingertips should touch the hem when placed on side.

Sweaters, Sweatshirts

Sweaters or sweatshirts should be EPDS Colors-White, Light Blue or Navy Blue. Sweatshirts must have an EPDS Logo. No other logo is allowed on clothes.

Shoes

Dark colors shoes should have rubber soles for safety.

It is easiest to wear dark sneakers or sneaker shoes every day. Winter boots are allowed however students should not wear them during class. Students should change to shoes when not wearing boots. No sandals, crocs, slippers, high tops, open toe shoes, clogs, heels or platforms

Gym, Drama

Colors: Navy or Gray only.

Types: T-shirts, gym shorts, sweat pants and sweat shirts. All T-shirts and sweat shirts must have the EPDS emblem.

Socks, Undergarments

Colors: SOLID navy, khaki or white socks, tights or leggings under a dress.

For safety and comfort appropriate undergarments should be worn at all times.

Hats

Hats are not allowed to be worn in school unless it is a designated hat or dress-down day. Hats may be worn on the playground.

Preschool Students

Preschool students are not required to wear uniforms but may if they wish.

Hair

Hair must be out of eyes, and hair longer than shoulder length must be secured off the face.

Uniform Ordering

Monograms by Diane in Gloucester will add our logo and also sells some uniform items at a low price.

Palazola's of Gloucester also will add our logo on sweat pants, sweatshirts and T-shirts that are purchased at their store.

Uniform and logo options:

Monograms by Diane

4 Perrywinkle Ln
1764-9
Gloucester, MA 01930
978-281-2823

Palazola's Sporting Goods

85 Main Street
Gloucester, MA 01930
978-283-9180

Lands End

EPDS # 9001-
800-963-4816
Landsend.com/school

monogramsbydiane@yahoo.com

You can make uniform purchases either through the school or through the boxtops4education.com web site, as this provides valuable financial assistance to EPDS at no additional cost to you. **Note: all purchases through [boxtops4education](http://boxtops4education.com) benefit the school, so please use this resource whenever possible from purchasing uniforms to office supplies to miscellaneous home goods.**

In The Classroom

Teaching Philosophy

EPDS's small and nurturing environment supports our interactive and individualized teaching style and brings our curriculum to life with hands-on learning opportunities. The curriculum, which emphasizes preparing students for the 21st century with strong academic fundamentals in language arts and math, builds on each grade to provide students with a solid foundation and the tools for a love of lifelong learning. The teachers integrate science and social studies into units that allow students to apply their language arts and math skills while also exploring and utilizing the vast resources of our community. While hands-on learning experiences happen at all grade levels, as students progress to higher grades these opportunities expand. Language Arts utilizes the MacMillan Treasurers Program for grades K- 5. In grades 6, 7, 8, the program is literature-based. Mathematics instruction, grades K-8, uses the Saxon Math Program. EPDS also emphasizes social studies, sciences, and incorporates specialists to teach Spanish, music, physical education/movement, drama/dance, and art. Students also engage in interactive Science programs with the Gloucester Heritage Maritime Center and the Museum of Science and Social Studies program with the Cape Ann Museum and other field experiences.

Extra help is available after school once per week. Days TBA in September.

Homework

To help students become more self-reliant, improve skills, prepare for higher education and complete certain projects that require individual and creative effort, homework is assigned on a regular basis from grades one and up.

The amount of time that students in the same grade spend doing homework will vary. However, the following table provides guidelines as to the amount of time the typical student should spend daily on homework:

Grades 1 and 2	10 to 20 minutes
Grades 2 -4	20 to 45 minutes
Grades 5 and higher	45 to 1 ½ hours

Progress Reports

At Eastern Point Day School progress reports are issued for grades one and higher three times per year as follows:

- December
- Mid March
- Last Week of School

Parents and teachers will have three conferences scheduled around these time periods. The June conference is optional at the request/advice of the parent or teacher. Also, please note that absent and tardy days will be reflected in your child's progress report. Pre-K and Kindergarten receive progress reports in January and June.

Field Experiences and Trips

We have numerous on and off campus field experiences each year, and these learning opportunities are an integral part of the curriculum. General permission slips need to be completed and returned with your beginning-of-the-year paperwork for all local trips. For other trips, permission slips with details will be sent home a week or more prior to each trip. Parents or guardians should fill out the forms promptly and return them to the teachers with required payments when the trip is outside the trimester fees budget. We often need parents to assist the teachers as drivers on these trips, so please volunteer when you can.

Movie and Video Policy

The use of media is an approved and effective method of instruction to support curriculum objectives. Your child's classroom teacher has the option of using the television, VCR or DVD when they feel that it instructs or enhances the objective of the lesson and unit. All videos will be educational in nature age appropriate and rated G; otherwise parental permission will be requested for grades Pre-K through 4. Some PG rated movies may be shown in the middle school level. Only movies with significant educational value in the areas of science, social studies, math, language arts or health will be shown. When possible, parents will be informed of the video to be shown in advance. The headmaster will approve in advance feature length or literature based movies to be shown such as Cinderella, Christmas Carol, or Pocahontas.

Recess

Outside recess is an important part of the school day for all children. In the winter, please send your children to school with boots, hats, gloves, and warm clothing as we do go outside most days. If you choose to leave a set of gloves and hat at school, please mark the clothing and put it in a separate bag. The teachers and the headmaster follow the school recess policy in determining if inclement weather limits outdoor recess time.

It is expected that the children will have daily outdoor recess (upper school once a day and younger children twice a day). Teachers may use their discretion whether to go out or not if the temperature with the wind chill factor reaches 20 degrees or less. (Each mile per hour of wind reduces the temperature by approximately one degree.) Factors such as length of time outside, temperature, wind, and sun may play into this decision. Recess may not be held if the hardtop area has ice or snow on it causing a safety issue for students and staff.

If a student has a chronic condition that is affected by the cold, they will be excused from recess. Students are allowed to play in the snow during outdoor recess. This gives the students an opportunity to get more fresh air and exercise while offering more play activities. Children will need to wear boots, snow pants, a

hat/hood and gloves in order to play in the snow. Children will not be allowed to play on the climbing equipment or swings if they are covered with snow and of course they may not throw snowballs.

Loss of recess may not be used as a punishment or consequence for non-recess related behavior.

Multi-Cultural Education and Diversity in the Classrooms

EPDS recognizes and celebrates our world's diverse cultural and religious populations. We believe this philosophy helps children in understanding our complex world, encourages children to explore their own spirituality, and helps foster social responsibility and understanding. When exploring and celebrating religious and non-religious holidays, teachers and specialists include in the learning experience words, songs and stories from different cultures and religions. This incorporation helps students learn values, history and diversity in their immediate community as well as our global society.

Classroom Liaison/Room Parent

EPDS's collaborative environment welcomes and relies on family participation. Each year a parent volunteer is chosen by the teacher to be the classroom liaison for their child's classroom. These liaisons work hand in hand with the teacher throughout the year to coordinate in-class volunteers, supplies, field trips, parties and more. This is a very rewarding opportunity for a parent to closely participate in the classroom and with the other families.

Standards of Behavior

At Eastern Point Day School, all people will treat each other with dignity and respect. EPDS's environment is warm, friendly and accepting of each other's individual differences. We believe that students and teachers will do their best in an environment where responsible behavior and high expectations are the norm. Our values are **Be Kind, Help Others, Work Hard, Keep Learning and Have Fun.**

We believe that Eastern Point Day School must have order and purpose and be an active and pleasant place of well-directed learning and interpersonal caring. We aim to have a school environment which is safe, supportive and conducive to the best teaching and learning.

Our Rules and Values reflect the belief that every child has a right to learn, and that every child also has a responsibility to respect the rights of their peers and their teachers. The following expectations apply:

Be Safe

Children are expected to:

- Play games that are safe while keeping their body in control
- Not bring any dangerous substances or objects to school
- Walk in classrooms, hallways, corridors, and other indoor areas

Be Kind

Children and adults are expected to:

- Include everyone in games, activities, and conversations
- Use kind words and actions to communicate positive messages
- Be caring, courteous, and treat others as they wish to be treated

Be Respectful

Children and adults are expected to:

- Model appropriate behavior and show respect for all children and adults
- Use language that is respectful toward all others
- Show respect and appreciation for all cultures

Be Responsible

Children are expected to:

- Understand and follow the classroom and school expectations
- Take care of their belongings and the school's property and campus.
- Do their best work in class and at home

In order to promote and instill these rules and values, classroom teachers use a variety of positive behavioral practices to reward children for being “good citizens” in the EPDS community. Such practices will include: having children participate in developing classroom standards, verbal and written praise. Most importantly, adults will model the standards and values we expect of children.

If a child does not demonstrate the ability to adhere to the standards of behavior, a variety of strategies will be used depending on the severity of the behavior. In all cases, the child and/or parent will have the opportunity to review the behavior, discuss which standard was not adhered to, and develop a solution for the future. Some consequences that may be used are as follows:

- Redirection
 - Verbal reminder
 - Verbal warning
 - Teacher and/or Headmaster Conference with student
 - Note or call to parent
 - Conferencing by phone or in person with parent
- Repeated and/or significant occurrences may require a parent to meet with the headmaster
- Implementation of a behavior plan
 - A serious infraction of significant physical harm or threat may result in a suspension or expulsion from school

Parent Participation and Confidentiality

EPDS is unique because of the contributions of the families who work together both inside and outside of the classroom. With this high level of participation, it is imperative that confidentiality be a school priority. This confidentiality, while not only a strict school policy and legal obligation, is vital to the very essence of EPDS's trusting and cooperative environment.

Volunteer parents must agree to maintain this confidentiality with regard to any issues of performance or behavior of the children while volunteering at EPDS and to any sensitive issues pertaining to the school or the teachers.

School Safety and Security

Playground Rules

The standards of behavior practiced by all classes apply to students at all times while on the school property and on field trips. In addition, the following specific playground rules apply to keep all students safe:

- Children are not allowed to climb on the large rocks that stand between the school and the playgrounds.
- Football and baseball are permitted only on the fields, not on the upper hardtop playground.
- Parents, please enforce these rules for the safety of your child/ren before, during and after school hours.

Driveway Rules

For the safety of our students and the EPDS community, vehicles are **not** permitted to drive up the driveway between 8 a.m. and 5 p.m. on school days. Only families with prior headmaster approval may use the driveway if there are extenuating circumstances. Vehicles are not permitted at anytime to stay parked on the driveways or playground area during the school day.

No Animals on Property

No animals or pets are allowed on the school property at anytime without prior headmaster approval. If you bring a pet with you when you drop off or pick up, please make sure the animal is left secured in the car.

Emergency and Illness Procedures (At School and on Field Trips)

For any life threatening emergency, 911 will be called immediately by school personnel. If a child needs medical attention at the hospital during a school activity whether an on or office campus and the parent/guardian is not present then an EPDS staff member will remain with the child until the parent/guardian arrives.

Should a child need other emergency medical attention, the Teacher Liaison, Headmaster and /or the other teacher will administer first aid and determine when and if an ambulance will be called. A call to the child's parent(s) will also be made. Should the parent not be available, the person who is listed as the emergency contact will be called.

Medicine, whether prescription or non-prescription, will not be administered at the school without prior written approval and proper documentation.

Injury Reporting

If a child has a significant or serious injury, the person in charge of the student at that time will complete an injury report. Parents will be notified verbally and will receive a copy of a serious injury report within 24 hours of the injury. The parents need to sign the report and return a copy to the school. If you have any questions, please discuss them with your child's teacher or the headmaster. The office also maintains a log of all injuries and sicknesses that occur during the school day. For most simple minor scrapes and cuts the staff will clean and bandage them. A call will be made to a parent if they are serious.

EPDS Cooperative Community

Communication

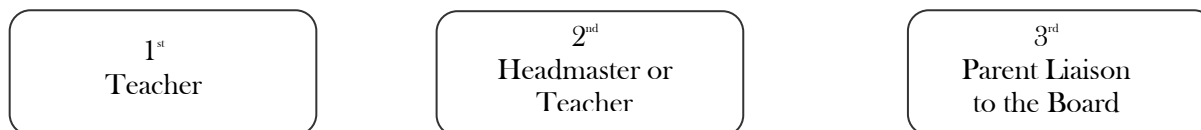
Open lines of communication are the cornerstone of our collaborative community. To facilitate this process, guidelines establish where, when, and how to receive or disseminate information in a timely and productive manner.

Inquiries about Your Student or School

Please always communicate **any** inquiries about your child (i.e., educational, social or behavioral) with their primary teacher first. The teachers have the broadest base of involvement with the students and can either help you with your inquiry or direct you to the appropriate person. At the beginning of the year, all teachers provide their contact information and best times to be reached. EPDS teachers partner with the families to provide the best education and environment for the students. With this in mind, please be respectful of all that the teachers are responsible for and try to set up a convenient time to speak with teachers so that the classroom flow is not disrupted and confidentiality can be maintained. The teachers will also regularly communicate with their students' families via notes, newsletters, e-mail, web pages, telephone, and in person.

In the event that the teacher is not available or is unable to resolve your inquiry, you should communicate with the headmaster, or if the headmaster is not available within your time requirements, contact the Parent Liaison to the Board.

In summary, the appropriate channels for your inquiries about your student are:



Please see the Headmaster/administration if you need information about tuition, tax forms, healthcare forms, policies and procedures.

EPDS Community Communications

EPDS's collaborative environment requires information to be exchanged on an ongoing basis.

School business and community information is communicated by the Headmaster/administration via the newsletter (electronically when possible), email, and/or your child. You may also occasionally receive school communication via regular postal mail. Official school communications include notifications, updates, and news from the headmaster, the Board, and community committees. The Headmaster is the point of contact at the school responsible for the collection and circulation of these items via e-mail (info@easternpointdayschool.com), your child and regular mail.

Each organizational committee submits their communications to the Office or Headmaster on a regular basis for dissemination to ensure that the privacy of our families is maintained.

If a parent or family wishes to circulate additional information that is outside of standard school communications via the school address list, and/or email directories, please submit the suggested communication to the Office or Headmaster for approval. Examples may include items that the parent/family believe are newsworthy or of interest to the school community, or offers of a product or service advantageous to the community. Once approval is received, EPDS will circulate the information. Please submit community news by email to the headmaster at info@easternpointdayschool.org by Friday for publication in the weekly newsletter.

Family Fair Share Participation

Eastern Point Day School provides students with educational opportunities and enrichment programs that exceed tuition and fees. For the school to offer this exceptional education at this tuition level for a diverse community of families, family participation is essential and a certain level of participation is required. All families must send one member to the Annual Meeting of the Corporation held in January or February of each school year. This meeting provides the platform for the integration of education, business essentials, planning, communication and community building.

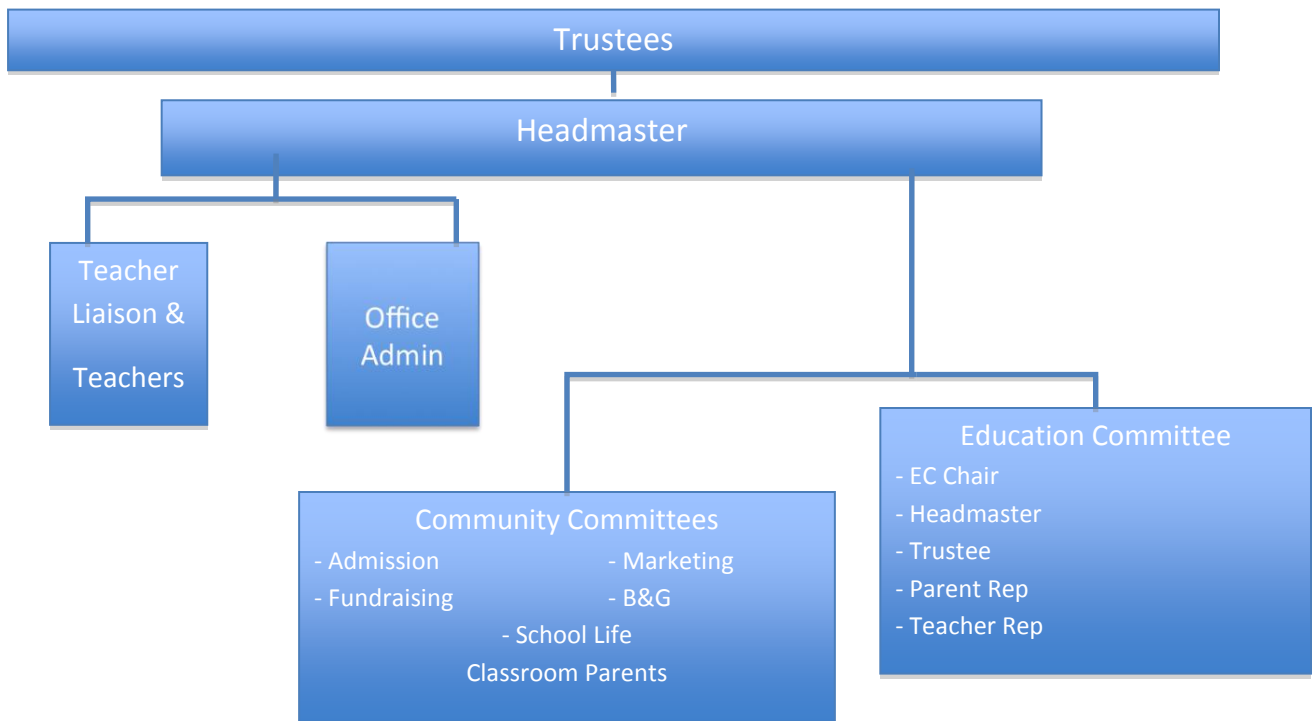
All families should also participate in some meaningful way in the school's major fundraising events: the Annual Fund or mid Winter Event, Fall Auction and the Spring Golf Tournament or Event. Inviting people outside the EPDS community to these events is a key element of participation. In lieu of participating in these events, families can also choose to fulfill this role by making a substantial contribution to the annual fund.

By providing these additional opportunities, EPDS balances tax-deductible contributions with after-tax tuition costs. The EPDS community understands that each family can contribute in different, unique ways. Meaningful participation can take many forms, and opportunities to contribute your time, talents, resources, and energy are abundant. The following are examples of ways to participate and collaborate:

- Volunteer in the classroom (examples: read a book, organize a craft, or share a special talent)*
- School Board
- Community Committee: Building & Grounds, Marketing & Admissions, School Life, Fundraising, Education
- Annual Auction, Golf Tournament, and Annual Fund Committees
- Open Houses & Special Events
- Fundraising
- Property Maintenance and Repairs
- Substitute Teacher (if qualified)*

*** Please note:** If you plan to volunteer in the class or participate in field trips, you will need to complete a CORI form (even if you plan on coming in just once or twice). Please note that all background checks will be kept confidential.

EPDS Organizational Chart 2011/12



EPDS Community Committees

Our Eastern Point Day School Community Committees organize the school's volunteers that work on building and grounds, marketing, admission, fundraising and school life. We encourage ALL parents and staff to get involved. Please attend the community meetings where current events in the School Calendar, Trustee updates, new ideas for activities, ways to participate, fundraising, cultural events, hospitality events scheduled for the school and coordination of the classroom parent liaisons are discussed. The Community Meetings and Headmaster Coffees also serve as a sounding board for important parent feedback and socializing. A time will be set aside at each community meeting for input. A teacher and the headmaster also attend community meetings and participate by offering suggestions for volunteers, enrichment activities, classroom materials, and fundraising.

Each classroom has a classroom parent chosen that works on the school life committee. Duties include working closely with teachers, organization, creating, supporting and/or coordinating of learning and cultural experiences, classroom enrichment programs, and participation in the school newsletters. When you enter the school building, the left wall is filled with community notices and volunteer sign-up sheets.

Admission and Tuition

Admission

Families interested in EPDS should apply to the school during the academic year prior to the fall that their child would enter school. Decisions are made by an Admission Team that is comprised of faculty in the grade your child is entering, the headmaster and a board member. Eastern Point Day School does not discriminate on the basis of race, color, sex, religious affiliation, national and ethnic origin.

Re-Enrollment: The school gives enrollment priority to students currently enrolled when the application and fees for those students are submitted by February 1st.

Sibling Enrollment: The school is pleased to give enrollment priority to siblings of currently enrolled students when the application and fees for those students are also submitted early in the admission season.

Tuition

Tuition Payment Plan - The School offers four tuition payment plans. Please check one of the payment plans below.

- Single Payment Plan** - Payment of 100% of tuition plus all fees on or before June 1 or at the time of enrollment. If this option is selected a \$150 discount per tuition will be provided for this full payment option.
- Three Payment Plan** - The first Payment is comprised of one third of tuition on or before June 1. The second payment is comprised of the next one third of tuition on or before the first day of school for the calendar year. The third payment (remaining balance) is due on or before the November 1. If the student enrolls after June 1, then this schedule can be adjusted by the business manager. A major credit card must be provided in order to secure this payment plan. (Add a \$50 fee for this payment plan.)
- Six Payment Plan**- Payment of 1/3 of tuition by June 1 and the remainder paid in 5 equal payments due August 1, September 1, October 1, November 1, and December 1. . If the student enrolls after June 1, then this schedule can be adjusted by the business manager. (Add a \$100 fee for this payment plan).
- Bank Financing** - For families seeking other payments option, Rockport National bank offers a tuition financing program for EPDS families.

The tuition payment schedule is based on the full tuition. All expanded payment tuition contracts must be secured by a credit card. If your payment is not received by the 7th of the month in which it is due, your credit card will be charged for the tuition plus a 5% service charge to cover the processing and administrative fees. Because of processing costs, if you choose to pay by credit card, a 3% service charge will apply to timely payments. It is requested that all tuition be paid by check. In case of a check being returned for insufficient funds, a \$25.00 fee will be assessed for each occurrence.

Unless prior Treasurer approval has been granted to extend payments, any tuition not paid in full by January 1 will be assessed a \$250 extended payment fee and if not fully satisfied by March 1st, a 9% per month interest charge will be assessed on the outstanding balance. EPDS is please to inform families that Rockport National Bank currently offers our families a 12 month tuition funding loan at 6%, and the school encourages any families seeking extended payment options to take advantage of this option. In extreme tuition delinquency cases, the Board of Trustees may vote for removal of the student. All tuition must be paid in full before a student can re-enroll for the next school year or records are transferred to a different school.

Financial Aid

Any family can choose to apply for financial aid through the school's affiliation with the National Association of Independent Schools (NAIS). A family must provide all the information required by NAIS, which utilizes SSS evaluation procedure to determine if the family meets the requirements for assistance. NAIS then notifies the school and family of its recommended tuition contribution. The NAIS recommendation is used as a guide to assist the EPDS financial aid team in determining what if any tuition adjustments will be provided.

Sibling Discounts

EPDS is pleased to offer significant sibling discounts to families with multiple children enrolled in grades K-8. The following optional discounts are permitted:

25% tuition discount for the 1st sibling, 30% tuition discount for the 2nd sibling, 35% tuition discount for the 3rd sibling, and 40% tuition discount for each subsequent sibling. The discount applies to tuition only and not individual student fees.

Scholarship Programs

In an effort for EPDS to continue to grow and diversify its community, a scholarship program was implemented for the 2011-12 academic year. Through donations and volunteer contributions, the scholarships are awarded to a few **new** 1st - 8th grade students, who did not attend EPDS the previous school year, whose families evidence a need for tuition assistance to be able to send their child to EPDS, who met all other established criteria, and then who are chosen for the award by the scholarship committee.

Fundraising at Eastern Point Day School

Your support of all school events and fundraising initiatives help to keep the EPDS educational offerings and the community strong while also keeping tuition affordable for a broad base of families. We need 100% participation in the Auction, Winter & Spring Events, and Annual Fund. Additionally, please support the Box Tops, Stop & Shop rewards, and other fundraising programs. Also please try to do business with those businesses which support the school. The EPDS business partnerships are essential to the school's success, so please help nurture these partnerships with your patronage.

<u>Fundraising Category</u>	<u>Goal</u>
<i>All of these fundraising activities contribute directly to the school's operating budget.</i>	
Annual Fund	25%
Auction	35%
Winter and Spring Events	25%
Other Events and Activities	15%
Total	\$60,000

Each teacher will also have an ongoing wish list of items costing \$25 or less that you can provide to help directly support your child's class. If you have an item that you would like to donate that is not on a wish list or is over \$50, there is a short form to fill out in the office that goes to the headmaster for review with the treasurer to ensure that your generosity provides the maximum benefit to the school. There is also another form that you can fill out for all donations made so that the school can provide you with the appropriate documentation for tax deduction purposes. EPDS is a 501(c)3 non-profit corporation so all of your donations on its behalf are tax deductible.

Your generous support and participation are part of our school's greatest strengths and are greatly appreciated by the EPDS community.

Thank You For Reading This Important Family Handbook

We look forward to a wonderful school year.

Thank you for your continued support and contributions to Eastern Point Day School.

Please Sign and Return this page

I acknowledge that I have received and read the Eastern Point Day School Family Handbook.

I am the guardian of the above student(s)

Signature

Date

Please return this form to the Eastern Point Day School Office within 30 days of school starting or within 30 days of your students' enrollment if this occurs after the first day of school for the current school year.

