



The Dewey School  
growing inside...out  
at the Canterbury Shaker Village

Caregiver Handbook

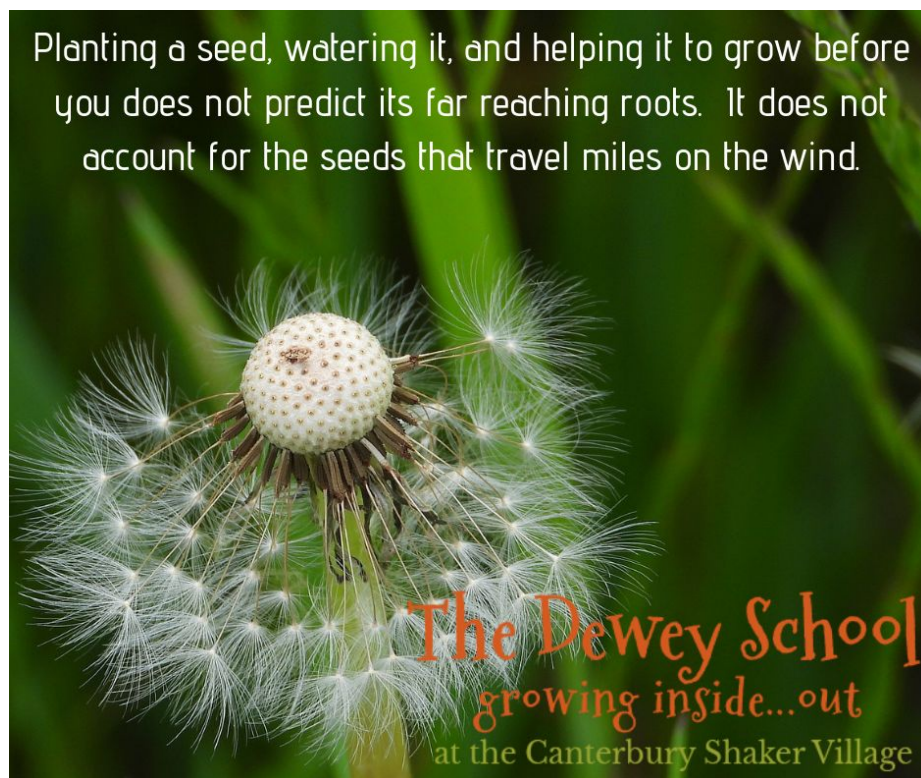
2019-2020  
School Year

The Dewey School  
288 Shaker Road, PO Box 246 Canterbury, NH 03224  
603.731.8091  
[www.deweyschool.net](http://www.deweyschool.net)

# Welcome

Thank you for choosing to enroll your child at The Dewey School. We are excited to have you join us in nature-based, Reggio inspired early learning. We are committed to spending time outdoors and learning with joy! Time in nature allows for spontaneous exploration outside and acts as inspiration for work inside. At The Dewey School, children have the freedom to explore their own interests, growing inside...out.

This handbook is designed to provide information that your family will need to refer to throughout the school year. It is a starting place in our journey together. Please feel free to contact us with questions or concerns you may have. We look forward to learning and building community with your family.



**The Dewey School is an IRS approved 501(c)(3) educational organization.**

*The policy of The Dewey School prohibits discrimination on the basis of age, gender, religion, race, color, creed, sexual orientation, handicap, national or ethnic origin, or marital or parental status in the recruitment and employment of employees, admission of students, or in the administration of its educational policies.*

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## Mission

It is the mission of The Dewey School to provide a joyful early learning environment; where children are viewed as capable and competent citizens who express themselves through a variety of ways; where opportunities to grow through play and student interest are fostered; where developing a sense of community is valued and exploring nature is embraced.

## Vision

At The Dewey School, **children** will be valued for their ability to do meaningful work, their wonder and curiosity, their perspectives, and ability to play. **Families** will be valued for their bonds and traditions, their potential for playfulness, their commitment to work, home and community, and their dreams for their children. Our **faculty** will be valued for their vision, their delight in children, their wealth of skills and knowledge, and their commitment to families.

Together, (children, families, and faculty) we will cultivate a caring environment of mutual respect where children are active participants in their learning; negotiating play, solving conflicts, and establishing the social rules and boundaries of the group. The Dewey School teachers will view each individual child in a holistic way, understanding that children will represent themselves through The Hundred Languages; a hundred different ways of expression such as art, voice, drama, engineering, and more. We will respect and nurture each child's potential for physical, emotional, social, cognitive, and creative growth. In our approach to learning, curriculum is emergent and experiential. It is authentic. It provides a context for children to make sense of the world around them and to be invested in and excited about their own learning. Student learning will be made visible through documentation which demonstrates both process and product through photos, narration, and demonstration.

To support the learning path of each child, we:

- Offer a hands-on approach to education in a multi-age, natural learning environment as well as a mindfully created indoor setting.
- Cultivate the students relationship to self, other, place and land through continuous exposure to all four.
- Utilize an emergent and integrated curriculum to develop the whole child.

- Provide a low student to teacher ratio and lots of time learning and playing through a variety of mediums.

The Dewey School is conscientious about the NH Early Learning Guidelines. Through encounters with nature, ample free play, and vigorous physical activity, children at The Dewey School develop a solid foundation for their continued academics.

Valuing community. The Dewey School is a community of learners. We believe that our school should be a reflection of our community, its values, and valuable connections that it has to offer our children. We welcome the expertise of our community. If you have a talent or skill set you'd care to share, please let us know.

# Daily Rhythm

We value spontaneity and take advantage of “teachable moments”. We will be learning inside and out at The Dewey School! Just as we breathe, we will have active learning (inhale) followed by peaceful reflection (exhale). We’ll take our time in all that we do providing opportunity for the children to be our guides as we move through the day from active to reflective, peaceful learning. A full day may look something like this:

## **Arrival at 8:00.**

Inhale: Work Time - Children are introduced to materials and invitations of inquiry. The teacher will help facilitate community by guiding children in their communication with one another, problem solving, kindness, and courtesy. Many days children may begin their day outside during this period, in unstructured play, or in a guided activity. When inside, children are welcome to eat snacks when they are hungry during this time.

## **8:45ish**

Exhale: Morning Circle- may be indoors or out. This gathering includes greeting songs, mindfulness moments, weather, calendar, and introduction of new activities. Being together in community sets the tone for our day together.

## **9:00ish**

Inhale: Outside Exploration - Children are welcome to explore the Meadow’s outdoor library, mud kitchen, labyrinth, messy materials and natural habitats. Snack is provided family style. Children are introduced to materials and invitations of inquiry. The teacher will help facilitate nature-based lessons. Some days are spent hiking and exploring the Village side; taking in the peace, tranquility and views to the east. And of course, we have to check on our Sky Tree.

## **11:00ish**

Exhale: Group time-indoors or out. This gathering is for songs, stories, and group large motor activities such as games, parachute, music, and yoga. We will end our morning in song as we say goodbye to our morning friends and ready ourselves for lunch.

**11:30** We say goodbye to our morning friends and ready ourselves for lunch

## **12:00ish**

Lunch family-style. Lunches are unpacked and food is put on plates. Children help in preparing the table with napkins and glasses. Hands are washed and the children wait until everyone is seated, say thank you for their food, and are served restaurant style. Polite conversation is encouraged at this time. Water is passed in a pitcher. Children ask to be excused and clear their own plates and glasses.

**12:50-2:30**

Exhale: Rest time, story time, reflecting the morning, activities may be based on morning topics, allowing the opportunity to further investigate both classroom and outdoor interests.

**After 2:30**

Outdoor time.

# CLOTHING

Expect your child to go outside EVERY day!! We will check the weather constantly for wind, windchill, temperature, upcoming storms, micro-bursts, heat index, etc. We will always err on the side of caution. Children must be dressed in adequate layers and prepared for the outdoors every morning. At The Dewey School, we believe that there is no such thing as bad weather, only inappropriate clothing choices. It is the family's responsibility to ensure their child has proper clothing for school at ALL times. We want children to be comfortable and confident outside and being properly dressed is the first step to accomplish this.

Students are involved in many types of activities while attending The Dewey School and should be dressed accordingly. Hands-on nature based experiential education requires freedom from restrictive clothing. Students need simple, comfortable, practical clothing that will not interfere with their active work. Long pants or leggings are best for our experiences.. Students need comfortable, protective shoes with gripping soles for running, jumping and climbing. Sneakers or hiking shoes work best, and closed toed sandals with a heel strap are fine for warm weather (no flip flops, clogs, dress shoes or backless shoes please).

We get dirty and/or wet on a daily basis and rely on spare clothing for warmth and comfort. It is very important that you maintain the following items in a large ziplock your child(ren)'s cubby.

- 2 pair of underwear
- 2 pair of socks (1 pair wool or synthetic in nature)
- 2 pair of pants
- 2 shirts (short or long sleeved depending on the weather)
- Indoor slippers (no media images or flashing lights please)
- 1 winter hat or sun hat as season dictates
- 2 pair waterproof mittens (seasonal)

Children do their best work outdoors when they are warm and dry!! Layers are critically important, especially in wet &/or cold weather. Layering allows you to modify your body temperature and adapt to changing conditions. Two lighter layers are better than one heavy layer. Layering also allows you to adjust clothing to match activity level.



## **Good fiber Choices for Wet and Cold Weather**

The best fibers to dress your child in for wet and cold weather are polypropylene or fleece--some silks and wools work too. PLEASE NO COTTON! When cotton gets wet, it has no warming or insulating ability and keeps your body wet and cold. The best plan is to wear water-resistant clothing that doesn't absorb moisture--such as polypropylene, fleece, silk and wool. Save cotton t-shirts, pants and socks for warm weather.

## **Getting Dirty**

You should expect your child to get dirty!!! Please do NOT send them in anything you do not want dirty or wet.

Please send your child in outerwear that fits. When clothing is too small or too big it does not provide your child with proper protection or comfort...especially shoes and boots.

## **Rain-wear**

Rain pants are vital! Make sure they are waterproof and not just water-resistant. Wind pants do not provide the same protection as rain pants. For your convenience, we have made arrangements with Oaki-wear. They have provided us with a 25% discount and free shipping. Please use our unique discount when ordering at [www.oaki.com](http://www.oaki.com)

## **Snow Pants**

Bib snow pants work really well as they do not allow snow to sneak in at the waist. They also act as an additional core layer. LLBean makes a high quality snow pants for children.

## **Socks**

It is just as important for us to keep our feet warm and dry as it is the rest of our body. Suggested brands are: Smart-wool, Wigwam, Darn Tough, and any sock without cotton! Remember that when cotton gets wet or cold it keeps us wet and cold. One thick, warm pair is better than two pair. When we start layering socks blood flow becomes constricted and feet get cold. Please...NO COTTON IN THE COLD, WET, OR COOL weather.

## **Base Layers**

Most outdoor clothing stores (EMS, REI, LLBean) make their own version of a base layer. The important thing is to have a base layer that is made from wicking materials and NOT cotton!



## Mittens

Waterproof mittens (vs. gloves) work best for children this age. Their hands stay warm and dry and they can usually sort out how to get their mittens on and off with very little help compared to gloves.

## Hats

Again, keep good fiber choices in mind. In addition to a hat, please consider a neck gaiter or balaclava style hat, both of which work well to keep necks and chins warm in windy, cold winter weather.

## Boots

Most boots list their “comfort test” temperatures...look for boots that are comfort tested to 0 degrees or better. Bogs and Muck Boots are great brands because children can be independent getting them on and off. They also work well for water and snow. Again, you can use your Oaki discount on your boot order.

Warm Weather Essentials	Cold Weather Essentials
Waterproof raincoat with hood*	2 piece base layer (polypropylene or wool)
Waterproof rain pants*	Warm quality socks (not cotton)
Rubber Rain Boots	Mid layer (fleece or wool)
Fleece, Wool Sweater, or Sweatshirt	Insulated waterproof snow coat with hood
Sun hat	Insulated waterproof snow pants
Sunscreen and bug spray if you have a preferred brand, otherwise we use Badger Balm	Insulated waterproof boot
	Warm hat (fleece or wool), balaclava
*Oaki has a 25% discount for Dewey students (Dewey25)	Insulated waterproof mittens

**Places to buy quality outdoor gear new...**

\* [www.oaki.com](http://www.oaki.com) Use our code for a 25% discount (DEWEY25) plus free shipping

REI. [www.REI.com](http://www.REI.com)

EMS [www.ems.com](http://www.ems.com)

LLBean [www.llbean.com](http://www.llbean.com)

Campmor [www.campmor.com](http://www.campmor.com)

We appreciate any end of year donations of outgrown gear for our gear closet.



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# Guidelines and Risky Play

## Being Safe and Respectful

We want students at The Dewey School to be free in their outdoor explorations and we also want to keep our students safe. We have three basic rules at The Dewey School, which your children will learn and we ask that parents/guardians help reinforce:

- Children **MUST** stay within sight of their teacher(s) and be able to see their teacher(s) at all times!
- Children **MUST** always answer to the OWL CALL and return to their teacher(s) when they hear it!
- We have 3Rs at The Dewey School; **respect** each other & ourselves, **respect** nature, **respect** our tools.

At The Dewey School we work to maintain a safe learning community both physically and emotionally. We are kind to ourselves and to each other. When we are angry, sad, or frustrated, we stop and take a deep breath...or five. Children are allowed and encouraged to work disagreements out with one another, but an adult will intervene if necessary. Teachers will model listening and talking as resources for conflict resolution. Teachers will support children as they work to communicate with others using their regular voices so they can be heard and understood. Children exhibiting unsafe behaviors will be removed from the situation and asked to stay by a teacher's side.

It is expected that The Dewey School staff and parent/guardian will work together to support the children in conflict resolution. These situations can be great learning opportunities and can have a very strong impact on the development of the child depending on how we handle them together.

## Stick Play

At The Dewey School children are allowed to play with sticks and are guided by their teachers in respectful stick play. Sticks are amazing, creative tools that can be used for digging, walking, building, counting, and endless imaginary play. Our three rules for stick play are:

1. We do not point sticks at people, not even for pretend.
2. Any child using a stick must constantly be aware of others around them.
3. Sticks must be shorter than the child's arm length.

If a child is using a stick in an unsafe way after reminders, they will lose their stick privileges for the remainder of their time outside on that day. It is expected that The Dewey School staff and parents/guardians will work together to reinforce these rules around stick play.

## **Health and Safety**

### **Health Assessment Record and Immunization Form**

We are required by the state to have your child's health assessment record and immunization form BEFORE their first day of school. A health form must be completed by your child's physician and on file showing that your child has had a physical within the past year. Health forms expire one year from the date of the physical exam indicated on the form and not the date the form was completed. If your child's health form expires during the school year, you have 60 days to provide a new one. Please talk to The Dewey School director if you need an exemption.

### **Illness**

Children are to be kept home if they have symptoms of illness such as a fever of 100 degrees or higher, sore throat, deep cough, rash, diarrhea, inflammation of the eyes, vomiting, or any infectious condition. If your child will not be present, please notify us before 8:30 a.m. on the day of their absence. Students should not be sent back to school until they have been symptom free for 24 hours. If your child becomes sick at school, you will be notified through the information you provided on the emergency contact form. If we are unable to contact a parent or guardian, then an emergency contact will be notified.

### **Water and Creek Play**

The Dewey School will use various locations at the Canterbury Shaker Village for educational purposes and play. A seasonal creek runs through our Paradise Meadow as well as a wetland. Students may need to cross over the creek or wetland daily to access some of the hiking trails. Please notify me if you or your child have any concerns about water.

### **Ticks/Mosquitoes**

Ticks and mosquitoes have now become a consistent part of our outdoor experience. Please check your child for ticks at the end of each day. The Dewey School Staff will help to establish a daily tick check. This is a daily routine that you may also want to do with your child while getting ready for bed or taking a bath.

Please feel free to spray your child's clothing with your desired spray and/or send them to school pre-sprayed. Rubber boots have been said to be of benefit as ticks are challenged to climb the slippery surface.

### **Injuries**

In the event that your child is injured during their school day at The Dewey School, a staff member will complete an injury report form and parents/caregivers will be notified of the incident at pick-up time. In the case of a serious injury, parents will be notified by phone to discuss further action. If we are unable to contact a parent/guardian, then an emergency contact will be notified. In the event of a critical emergency we will contact 911 and the Canterbury Police Department (First Responders).

### **HeadLice**

Parents must notify the school if they discover that their child has head lice. If there is a confirmed case of head lice identified in our school community, all children will be screened. Students with head lice will be sent home from school and will be readmitted when they have been treated and are nit free.

### **Medication Administration**

Prescription and over the counter medications should be discussed with The Dewey School director and will be handled in compliance with New Hampshire state regulations.

### **Child Protective Services Act**

The Dewey School staff are mandated reporters. We are required by the state of New Hampshire to report any suspicion of child abuse or neglect to the appropriate authorities.

# **Tuition Payment Policy**

The tuition rates for the school year vary depending on the number and length of days. Your fee schedule has been given to you in your Caregiver Packet. The total tuition is based on a 10 month school year (monthly tuition is the total tuition/10 months).

## **Pre-registration Fee**

A \$100, non-refundable registration fee must accompany the pre-registration form to reserve a place for your child at The Dewey School.

## **Payment Schedule**

A non-refundable, non-transferable tuition deposit (one month's tuition) is due upon enrollment. This deposit will be credited toward the year's tuition. Subsequent tuition payments will be due one month in advance of the month of service: September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, and May 1. Tuition can be paid in one lump sum or monthly. There is a \$20 late fee for payments made after the 10th of the month. There will be a \$25 fee charged for each non-sufficient funds check received. For your convenience, you are able to pay through Pay-Pal from our webpage with an additional 3% convenience fee. Payment may be mailed to **PO BOX 246 Canterbury, NH 03224** or placed in the tuition mailbox hanging on the wall just inside the door at The Dewey School.

## **Attendance**

No refunds or adjustments will be made for missed days due to illness, vacation, snow days, or any other event resulting in non-attendance including lice or injury. Regular and timely attendance is important for your child and our school community. Routine and frequent lateness is not acceptable and is not beneficial for the students.

# **Celebrations**

## **Holidays**

At The Dewey School, we will celebrate the changing seasons of the earth and leave the family traditions of other holidays to you and yours. While we respect these family traditions and expect children to share them, our focus will be on connections to the earth celebrating the Harvest Moon, the Winter Solstice, etc. You will receive more information about seasonal celebrations throughout the school year.

## **Birthdays**

Birthdays are important and cherished with a simple celebration at The Dewey School. We will sing our traditional birthday song and offer a special and unique art project that will become a “permanent” installation for the year. Children are welcome to bring in a photo of themselves as an infant on their birth-day.

Please be sensitive to each of the children’s feelings when planning parties outside of school and do not send invitations for school distribution. Instead, please refer to the The Dewey School Contact List (provided after the first week of school) for emails, addresses, and phone numbers of our Dewey School family.

## **Items from Home**

Much of our time is spent outdoors connecting to the natural world. When inside, we have prepared the learning space with thoughtful and intentional learning materials. Please have your child(ren) leave his/her toys at home. Toys that accidentally come to school will be kept in your child’s backpack to be taken home at the end of the day.

Things found at The Dewey School stay at The Dewey School. Children will discover sticks, rocks, fern, feathers, and endless natural treasures during their time at The Dewey School. We ask the children to keep these gifts from Mother Nature at school--then they will be here waiting for them the next day.



# Communication

## Meet & Greet

It is expected that all parents/guardians will attend a scheduled Meet & Greet at The Dewey School with their child the week prior to school starting. During this visit, we will practice our arrival routines, get better acquainted with teachers, spend some time in play, and answer any questions.

## Daily Communications and Interactions

Clear communication between home and school is important. When questions or concerns arise, parents can utilize e-mail or phone calls to get in touch with the director. Phone calls will be returned as soon as possible and when it does not interfere with the work of the children. For emergencies only, send a text message to 603.731.8091. Please do keep us notified of significant events and changes in your child's life so that we may better support them during their school day.

The red mailbox (with paper and pen) near the front door is a place for notes or questions that parents/guardians may have and can't discuss in person at drop-off time, or paperwork that needs to be turned in. Just lift the flag when you are done. Please DO NOT put tuition payments in the red mailbox.

Quick check-ins at drop-off and pick-up times are fine. Please be mindful that these are not times for in-depth conversations as we will be engaged in the welcoming and transitioning process with all of the children. Dewey staff are always willing to schedule other times to talk.

The *Weather and Wear* board will be just inside the door. Be sure to check that your child has required outerwear for the day.

*Notes to Notice* board will share the daily goings on: snacks, activities, books, special guests, and upcoming events.

## Weekly Communications and Interactions

We will do our best to email a Dewey School update at the end of each week. These updates let parents know a bit of what our week entailed.

The Dewey School Community Page on FaceBook is a private group that is established just for our families. It will be updated with pictures as well as articles about nature-based education, the Reggio Approach, new research in early childhood education and other pertinent information.

We ask that you are respectful of our Dewey School community in your dialog on social media. If you have a question or concern, ask us. We will never identify a picture of a child by name on social media.

### **Monthly Communications and Interactions**

Monthly newsletters will be emailed with information about what's happening that month, dates to remember, things we may need at school including volunteer help for certain events.

Tuition invoices will be emailed mid-month to help remind you to make prompt tuition payments.

### **Caregiver-Teacher Meetings/Home Visits**

Caregivers are expected to schedule two caregiver-teacher meetings during the school year, one in the fall and one in the spring. You will be notified in advance when these opportunities to share and discuss your child are happening so to best coordinate scheduling. A home visit is always a welcome option.

*\*\*If email is not an option for your family, please let the director know so a hard copy can be sent home.*

## **Caregiver Involvement**

Caregiver involvement is essential to the health of our program and our community. As a small non-profit school with few staff, we rely on your support in a number of ways to help our community. Please make sure to fill out and return the Caregiver Volunteer Questionnaire found in your enrollment packet.

### **Community Events**

Each month there is a scheduled community event noted with an \* by the date. Please reserve these dates on your family's calendar. Our community is strengthened through your participation.

### **Caregivers as Partners (CAP)**

In establishing the Dewey community, we welcome Caregivers as Partners (CAP) as an organization of caregivers who meet regularly to learn and grow with each other, help with activities, bring in speakers, offer a voice to the The Dewey School board of directors, collaborate with the Village, etc.

**Caregivers main responsibilities include:**

- Sending your child on time to school each day prepared and dressed appropriately for the day's weather
- Providing a nutritious lunch
- Attending Meet and Greet held the week before school begins
- Be available for caregiver/teacher meetings twice a year; in October and in April to review and discuss goals for your student
- Participate in Dewey community activities as much as possible
- Read and when necessary, respond to emails and newsletters
- Participate in fundraisers whenever possible

Caregivers are always welcome and encouraged to be a part of their child's learning process. When talking to your child about their time at school, please remember that they have had a full and physically active day. The weather, peer interactions, or unexpected situations may have proved challenging for your child on any given day. We believe these challenges are okay and help our students grow in many ways. Please be sensitive to these potential challenges and try asking questions specific to that day. For example: "What did you see on your hike today?" "What inspired you outside or inside today?" "What work did you do today?" Rather than "Did you have fun today?" or "How was your day?" When we ask specific questions that require more than a one word response we show our children that we are genuinely interested and clued into their world. Their responses and your presence in dialog encourages speech literacy and self esteem.

Please be mindful of your attitude toward the weather, temperatures, and wildlife. Your children are watching and listening to you and we want to set our children up for success in their indoor and outdoor adventures at The Dewey School.

## Behavioral and Intervention Policy

Our goal is to meet the needs of the children enrolled at The Dewey School, acknowledging that all children have their own special needs at one time or another. We see facilitation of early intervention services as a critically important aspect of our work with young children. We watch the development of all the children in our care, and should we have questions, we will follow the steps outlined below:

- Teacher will document development and note when behaviors seem outside the norm range over time for children of their age (through anecdotal notes, samples of work, and observation reports)
- We will contact the family and communicate concern(s). We will request permission to arrange for a screening. Should the family agree, we will help to coordinate a screening through the appropriate school system agency.
- If the family refuses to pursue a screening or consult with their child's school system or a mutually agreed upon outside resource, it may be determined that The Dewey School is not able to serve the child. The Dewey School director will let the family know as early in the school year as possible of this possible outcome so that the family can pursue other placement options.

The Dewey School has two considerations when asking a child to leave:

- Has the implementation of strategies over time resulted in improvement or have the concerns persisted or escalated?
- Is the program able to meet the needs of the individual child and the needs of the group as a whole?

Each case is considered on a case-by-case basis. In some cases, we will implement a one month adjustment period after which a determination will be made about continuing enrollment. After thoughtful discussion between staff and parents a family may be asked to make other arrangements for their child.

## Transitioning

We understand that transitions can be hard for both child and parent. For many children, the most difficult transition is drop-off time at the beginning of the school year. The more routine we can make drop-off, the easier for everyone involved. There are several actions you can take to help this transition and any separation fears your child may have.

Please arrive to school on time! School begins at 8:00 for all day and ½ day morning students, 12:30 for afternoon students (unless you have before school care which begins at 7:30) A timely arrival will offer your child a chance to settle in with their friends prior to morning circle.

- While driving to school, gently remind your child of their morning's schedule/routine. If it seems helpful, perhaps tell them one or two things you will be doing while they are at school.
- Calmly explain and reassure your child that you will be back and offer a specific reference
- Remind your child that when they arrive, their The Dewey School time begins! They can join their friends, help a teacher, explore and play.
- After walking your child to The Dewey School, offer a hug &/or kiss and say your good-bye. Allow your child's teacher(s) to welcome, comfort, and take good care of your child from there. Your child may cry, but we recommend that you continue on to your car. By doing this, you are communicating to your child that you know The Dewey School is a safe place for them and that you have confidence in their ability to handle new challenges. You are also communicating that you trust your child's teacher(s). We have found that the adjustment period can be more challenging when good-byes are prolonged.
- Please be reassured that any crying usually stops within a few minutes of seeing you drive away. However, if for some reason your child does not calm down and settle into their morning, you will be called to discuss next steps.

## Community Gatherings

These community gatherings are an opportunity to continue building the Dewey School community, become familiar with other families and establish relationships for the future.

# **Arrival and Departure**

## **Arrival**

As we begin the year, please arrive at the Hubbard Education building (white building) using our south entrance. Parking will be on the west side of the building. Please arrive at your scheduled time. Before-care will arrive and be charged for any time between 7:30 and 8:00. Morning and all day students should arrive at 8:00. Coming into the building, you will note the Weather-Wear board, any Notes to Notice board and walk down the stairs. This is a great time to begin your goodbyes. You'll be greeted at the bottom by a teacher who will help your child to their cubby to deposit their belongings and invite them to be with friends and explore activities, and sign them in.

As children become familiar with the routines and expectations for outdoor exploration, we will often begin our days on the Paradise Meadow. We will inform you when that transition takes place.

## **Departure**

Our full day students leave at 3:00 with after-care children leaving no later than 4:30. Prompt pick up at the respective times is important for the child and is also respectful of the teacher who has their own commitments to keep. Anyone who picks your child up from school must be on your authorization form. We will ask for photo identification until we know our families well. Anyone other than family will be asked for photo identification. Students will not be released without it. In the event that different pick-up or drop-off arrangements have been made, please inform staff at drop-off that day.

## **Late Pick-Up Policy**

The first five minutes after the scheduled pickup-time are free of charge. A \$10 fee for each 10 minutes you are late thereafter. This charge will be reflected on the next month's invoice.

## **Inclement Weather/School Closings**

The Dewey School will not operate when extreme weather creates conditions which are dangerous for young children and their families. The Dewey School follows the Shaker Regional School District calendar. Please listen to the radio or check on WMUR for closings or delays. You will receive an email message from the director by 6:00 am for closures when possible.

Two hour delays will be addressed case-by-case. You will receive an email by 8:00 am to notify you of any delays. Closures for inclement weather are not refundable.

## **Transportation**

It is important to note that only those people listed on your child's authorization form will be allowed to pick-up your child during or after school. If you are carpooling, please make sure each authorized adult is listed on your child's authorization form.

The Dewey School will not transport children in vehicles without prior notification and a signed field trip permission form.

## **FOOD**

### **Snacks and Lunches**

Food and water are a very important part of our time together. Taking good care of our bodies by nourishing them with healthy food and lots of water will help keep us energized and prepared to do our work. Lunch will always be eaten together with teacher(s), family style, building community as we use kind manners and enjoy each other's company. Morning snack will be provided by the school but you are welcome to send in a nutritional snack of your own for your child if you prefer. When we are inside, children will have the opportunity to determine when they choose to have snack by placing their name stone on the snack table and sitting with a friend or two. When outside, we'll have a community time for our snack as we listen to a story or share our discoveries.

Please provide an insulated, reusable water bottle that is dishwasher safe.

Children attending The Dewey School all day are required to bring their own nutritious lunch every day. Lunches need to be in a leakproof lunch container with your child's name on it that will be placed in the fridge. Good nutrition plays an important role in the development of a child physically, mentally, and emotionally. As a way to promote nutritional eating habits, we encourage families to avoid overly processed and packaged foods whenever possible. We do NOT allow candy, cookies, soda, or other artificial, sugary foods.

### **Food Restrictions and Allergies**



Please notify the director of any food restrictions or allergies for your child. Depending on the nature of the restrictions or allergies, families may be asked to provide snack alternative or eliminate certain types of food.

## **Canterbury Shaker Village**

The Dewey School is excited to be collaborating with the Canterbury Shaker Village. All registering families will receive one family membership to the Canterbury Shaker Village enabling families to participate regularly in Village events and member's only activities. Membership will run from September 1-August 30.

### **All Memberships Include:**

- Unlimited visits, free tours and special Members-Only events
- Monthly e-Newsletter with Village Happenings
- 10% discount on workshops, select programs and events, Café and Museum Store