



St. Anne's-Belfield School

**GRADE 4 AUGUST**  
**BACK TO SCHOOL PACKET**  
2019 - 2020

# St. Anne's-Belfield School

Dear Learning Village Families,

What's new? Lots here in the Learning Village! We're entering a new school year with new student and faculty and staff faces and new experiences. Yet, what is wonderful about being at St. Anne's-Belfield School is that so much remains a constant as our kiddos navigate each new grade and division. The Pre-School to Grade 12 experience has a wonderful mix of both new and constant.

This Back to School packet is no exception. The same old, same old when it comes to the yearly physical and Child Registration forms, but you'll also find in this mailing information about what is new at St. Anne's-Belfield. Please be sure to read through this carefully and have your planner, calendar, or phone next to you to mark important dates!

Below, you will find a checklist of forms/paperwork needed for Grades K - 4 (*Please note: Paper copies of forms not on MagnusHealth are also available by visiting the Grades K - 4 Office, which is open Monday - Friday between 7:30 a.m. - 4:00 p.m.*)

<input checked="" type="checkbox"/>	Item	Description	Who Should Complete	Form Location & Submission
	<b>Child Registration Form</b>  (Helpful tips on page 5)	A registration form is required every year in order for your student to attend St. Anne's-Belfield School. Please fill out <b>every</b> section, ensuring that no fields are left blank. If a specific field does not apply, please mark "N/A" in the box.	All families with a student in Grades K - 8	Included in this packet/paper form turned in to the Grades K - 4 Office
	<b>Google Apps Agreement</b>	The School utilizes the Google Apps for Education suite of programs, such as Google Drive, Google Docs, Slides, and Gmail. Please read this form thoroughly as it describes the tools and student responsibilities for using these services.	All families with a student in Grade 4 - 8	Included in this packet/paper form turned in to the Grades K - 4 Office
	<b>School Health Entrance Form</b>	The School must have a completed physical exam for every student entering that school year.	All families with a student entering Kindergarten and all families with a <b>new student</b> entering Grades 1 - 8	Found in and submitted through MagnusHealth
	<b>Immunization Records</b>	The School must have a completed immunization record for every student entering that school year. Detailed immunization requirements can be found through the <a href="#">Virginia Department of Health</a> .	All families with a student entering Kindergarten and all families with a <b>new student</b> entering Grades 1 - 8; any student in need of boosters	Found in and submitted through MagnusHealth

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	<b>Proof of Identity</b>	You must present your student's original birth certificate or passport as proof of identity to your divisional academic secretary by Aug. 19.	All families with a student entering Kindergarten and all families with a <b>new student</b> entering Grades 1 - 8	Bring these original materials to the Grades K - 4 Office
	<b>Authorization and Consent to Medical Treatment</b>	For more information, please see "School Nurse" letter	All families with a student in Grades K - 8	Found in and submitted through MagnusHealth
	<b>Authorization for Over-the-Counter Medication</b>	For more information, please see "School Nurse" letter	All families with a student in Grades K - 8	Found in and submitted through MagnusHealth

This mailing also includes the following information:


- **Start of School Reminders:** While the Student & Family Handbook, Veracross Parent Portal, and the School website are your go-to for everything you need to know about this year, this document tries to highlight some of the information you need to know in order to start the school year on the right foot!
- **Class Lists:** You'll find the homeroom classes for your student's grade as well as the other students in his/her class. Please remember the Student & Family Handbook states that "the faculty and administration will make all placement decisions and will not be able to accept parents' requests for placement. All placement decisions will be made with the student's best interest, care, and concern in mind."
- **Supply Lists & Uniform Dress Code:** The supply list for your student's grade is also included in this packet as it was in June packet. Please note that the School tends to supply many of the basic materials and asks families to purchase supplies that will benefit students in organization and study skills.
- **Getting to Know Your Child Form:** As you prepare for your Parent Partnership meeting on Aug. 19 or 20, please fill out the form and bring it with you when you meet with your student's homeroom teacher. It will help guide the conversation and initiate the important work of relationship-building between students and teachers.
- **Learning Village New Faces & Updates:** We are excited to welcome new folks to our community as well as celebrate those who might be shifting into a new role. Enjoy the bios as a way of introduction to our new Learning Village community members this year.
- **Visitor Management:** For parents new to our school community, you'll need to stop by your divisional office to become registered in Raptor, our visitor management system, to make it easy any time you visit campus.
- **Morning Care, After School Enrichment Program, & Kinderlime:** A quick review of our morning care hours as well as information on how to sign up for Kinderlime in order to pay for our After School Enrichment Program (ASEP).
- **Attendance Protocol & Anticipated Absence Forms:** As you can imagine, the School's philosophy lands firmly on the side that students should be participants in their classroom spaces as much as possible. I also understand that special family events, illnesses, and other emergencies come up that result in a student

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needing to miss school for a certain period of time. I would ask that families consider the academic and social-emotional consequences of their student missing school for extended periods of time. Please review the attendance policy and information and have an Anticipated Absence form handy at home for when it is needed.

- **Instructions for MagnusHealth:** Introduced in 2018, [MagnusHealth](#) is the School's system for housing and collecting all health-related paperwork, from the School Health Entrance form to physicals to authorization to give medication. When you visit the portal for the first time, you will fill out some conditional questions that will help you locate the forms you need for your student. All forms will be submitted directly to MagnusHealth via mail, email, or uploading through their mobile app or website portal.
- **Parents' Association Letter:** Parents' Association (PA) President Sterling Frank has a few reminders and updates. The PA is a wonderful way to become involved in the School community!
- **Technology Information:** A quick review of our technology program for Grades K - 12.
- **Major Dates and Arts Calendars:** Please highlight and take note of important daytime and evening events, as well as days where there is no school or an early dismissal.
- Finally, make sure to also read through the [Student & Family Handbook](#). There is quite a bit of information, including some changes to previous policies, so be sure to read it carefully.

Best,



Shannon Montague  
*Head of the Learning Village*

# St. Anne's-Belfield School

## START OF SCHOOL REMINDERS

### Child Registration Form Deadline: Tuesday, Aug. 20

This registration form is required every year **for all students** in order to attend St. Anne's-Belfield School. Please fill out **every** section, ensuring that no fields are left blank. If a specific field does not apply, please mark "N/A" in the box. The Child Registration form can also be found on MagnusHealth. Please keep in mind that your emergency contact must be someone with a local address.

### Tips for Completing the Child Registration Form

- Please be sure to fill out every section, leave no blanks.
  - If a specific box does not apply, mark "N/A" in the box.
  - If the registration form is not completed, your student(s) cannot attend St. Anne's-Belfield School or the After School Enrichment Program (ASEP).
- Please complete a registration form for EACH student. References cannot be made from one registration form to another.
- Consider writing a **cell phone** instead of a **home phone** if that number is the best number to reach you after school.
- In the section entitled "Two People to Contact if Parent(s) Cannot Be Reached," list the names of two people who live in Charlottesville or the surrounding area (not more than one hour away), complete with physical (street) addresses (no P.O. Boxes) and phone numbers. Listing persons who live out of the area is not practical because their help cannot be enlisted in an emergency.

### Partnership Meetings: Monday, Aug. 19 & Tuesday, Aug. 20

We are pleased to invite you to meet with your student's homeroom teacher before the start of the academic year. Conferences between parents and homeroom teachers (partnership meetings) will take place on Monday, Aug. 19 & Tuesday, Aug. 20. We believe this meeting lays the foundation for a robust home-school partnership and makes your student's year more productive. This event is for parents only. You'll soon receive an email with instructions on how to sign up for your Partnership Meeting with your student's homeroom teacher. If you do not receive the email by Tuesday, Aug. 13, please call the Grades K - 4 Office at (434) 295-0106. Please be sure to bring the Getting to Know Your Child form. For new families, this is a great time to have your identification scanned for our visitor management system.

### New Student/Parent Orientation: Monday, Aug. 19

**All kindergarten families and all new families Grades 1 - 4** are invited to New Student/Parent Orientation is on Monday, Aug. 19, starting at 2:00 p.m. in the Learning Village. We'll ask you to drop your student off at their homeroom class and then parents will join the administration and representatives from our Parents' Association for a formal program. Dress is casual for both students and families.

**For returning families Grades 1 - 4**, we invite you to join our faculty and new families on the playground from 3:15 p.m. to 3:45 p.m. to mix, mingle and enjoy a frozen treat. Returning families, please do not plan to attend earlier than 3:15 p.m. Dress is casual for both students and families.

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## **First Day of Classes: Thursday, Aug. 22**

Our first day of classes is Thursday, Aug. 22. Morning Care is available beginning at 7:30 a.m. in the 1/2 Commons. Students should be in their homerooms **no later than 8:00 a.m.** We will begin on an "A" day with dismissal at 3:15 p.m. There will not be chapel on this day, but instead a quick Grades K-4 welcome assembly after a longer homeroom period.

The After School Enrichment Program (ASEP) will operate until 5:30 p.m. Please find more information about ASEP by clicking [here](#).

## **Convocation: Friday, Aug. 30**

Convocation is a special St. Anne's-Belfield event that serves as the opening of the academic year. Students in Grades 4 - 12 are required to attend and the senior class is recognized as they process in, accompanied by their parents. Families should plan for a late start and 11:15 a.m. dismissal. Classes are not held on this day and morning care is not available. There will be ASEP available following Convocation for students in Grade 4 - 8.

All parents are invited to attend the event, including parents with students in Grades K-3, who are welcome to come with their students. Students in Grade 4 should wear Chapel dress. More details will be sent via email prior to the ceremony.

## **Afternoon Pick Me Up at Pick Up**

The Parents' Association invites Grades K - 4 parents to have an afternoon snack and meet fellow parents, members of the Parents' Association and Learning Village administration on Wednesday, Sept. 4. More information can be found in the letter from the Parents' Association included in this packet.

## **Grades K - 4 Curriculum Night: Thursday, Sept. 19**

Grades K - 4 Curriculum Night will take place the evening of Thursday, Sept. 19. The event will start at 6:00 p.m. with a brief welcome presentation in Brennan Hall. Families will then have the opportunity to meet again with your student's homeroom teacher and experience why your student is excited to come to school every day.

## **Lunch & Snacks**

We all know a well-fueled body means a strong mind, but we also know that students are at different stages when it comes to how adventurous their palate is. To this end, students in Grades K - 4 may pack a lunch or purchase lunch from our school dining hall. Additionally, students should also bring a snack to school every day and each grade has a designated morning snack time. Students who bring food to school should strive for a balanced meal and families are asked to avoid sugary treats or dessert-like foods, as our Dining Hall only provides dessert options on community lunch days. All snacks should follow the nut-free guidelines noted in our Student and Family Handbook. We encourage students to use a reusable, non-breakable water bottle, containing water, milk or juice, for their drink and students do not have access to refrigeration, so please include an ice pack. Students also do not have a way to heat food for their snack. We encourage families to provide students with healthy options for snacks, including fruit, veggies, cheese and grains. Students may never bring candy or soft drinks for lunch or snack. Please make sure your student's lunch box/snack bag and accessories are clearly labeled.

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## CLASS LISTS

Student homeroom assignments are located on the [Veracross Parent Portal](#).

See pages 10 - 12 to learn more about all the faculty and staff new to the Learning Village this year.

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## GRADE 4 SUPPLY LIST

Please note that this is a list of supplies to be bought by parents. All other supplies will be provided by the School. Please be sure to label all of your student's items with their name.

- Painting shirt/smock
- PE shoes

### **PE & Athletic Shoe Policy**

In order to maintain the high quality of the Conway Convocation Center and Tarring Gymnasium floors, to promote and maintain student safety, and to conform to the recommendations of the manufacturers for the maintenance of the floors, St. Anne's-Belfield School has adopted an Athletic Shoe Policy. All students are required to wear a separate pair of athletic shoes when participating in activities in the Conway Convocation Center and the Tarring Gymnasium. This policy pertains to physical education classes, practices, games, or any activities in these facilities. When purchasing athletic footwear, it is important that you request shoes with non-marking soles.



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## GETTING TO KNOW YOUR STUDENT

Student's Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_ Best Way to Contact: Email or Phone

1. List three words that describe your student:
2. What does your student enjoy about school?
3. What do you see as your child's greatest strengths or skills? Write about a time when you saw your child demonstrating these skills.
4. In what areas may your child need support? Is there anything else you can write about your child that you think would help support their learning?
5. Next June, what do you hope your child says about their experience in school this year? What's the story you hope they would tell?
6. How and when would you like the School to be in touch with you this year? What do you hope will be communicated?

*Please bring this to your meeting with your student's teacher.*

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## LEARNING VILLAGE NEW FACES & UPDATES

**Ashley Buford** has moved from the Grades 5 - 8 Office to the Pre-School to serve as the Pre-School programs educational support assistant, and **Jill Mozee** has returned to the role of Pre-K assistant.

**Kelli Canigano** has moved from the Upper School Office to be the Grades 5 - 8 academic secretary and registrar in the Learning Village.

### **Mary Evans, Pre-School - Grade 4 Music & Movement Teacher**

Mary Evans is a familiar face to many in the St. Anne's-Belfield School community as she has been a private piano teacher on the Belfield Campus for a number of years. A level three Orff Schulwerk certified educator, Ms. Evans will join us to teach Pre-School - Grade 4 Music & Movement. Prior to joining our community, she worked at Charlottesville Catholic School, the International School of Charlottesville, and Mountaintop Montessori School. She is also an Orff Schulwerk graduate-level summer instructor at Virginia Commonwealth University and Collegiate School. Ms. Evans earned her B.A. in music education from Indiana University and her M.Ed. in creative arts integration from Lesley University.

### **Lily Gumz, Learning Village Counselor**

Lily Gumz is a licensed clinical social worker who most recently served as the lower and middle school counselor at The Nightingale-Bamford School in New York City. She attended Rippowan Cisca School and Greenwich Academy. Ms. Gumz graduated from Trinity College with a BA in political science and received her master of social work from New York University. During her time at Nightingale-Bamford, she developed and lead parent and faculty programming, redeveloped the middle school advising curriculum with a focus on SEL programming, and participated in the school's 2017 strategic plan development. An athlete as well, Ms. Gumz will assistant coach Grades 7 & 8 Field Hockey.

### **Trent Holden '12, Grade 8 Science**

Trent Holden has officially joined the faculty this year as our permanent Grade 8 science teacher and advisor. Ms. Holden started at the School last January as a long-term substitute. A graduate of the School, she was a multi-sport athlete (volleyball, basketball, swimming, and lacrosse) and was described by a current faculty member as a "community builder" because of her active involvement in the full life of the School. After graduating from St. Anne's-Belfield, she went on to earn two degrees from the University of Virginia, a bachelor's in kinesiology and a master's in higher education administration with a focus on student affairs. Ms. Holden continued to remain a vital part of our School community as an assistant coach for both Girls' Varsity Basketball and Volleyball from 2012 - 2016 and the head coach for Girls' 7 & 8 Lacrosse in 2015 and 2016. It was through her work with the University of Virginia Athletic Department, where she served in a variety of roles between 2015 - 2017, including as a student-athlete tutor, that she found her true calling in education.

### **Candace Hollis, Grade 8 Humanities English**

Candace Hollis joins the St. Anne's-Belfield School community as our Grade 8 Humanities English teacher after most recently working Nashville, Tenn. where she taught Grade 7 English at Hillsboro Elementary Middle since 2014. Ms.

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Hollis graduated from Episcopal High School in Alexandria and received her B.A. in English from the University of North Carolina at Chapel Hill and her M.A.T. in English from The Citadel. Ms. Hollis has taught English from the middle school to the collegiate level, and even has some experience with elementary education, having served as a co-teacher in a Kindergarten to Grade 2 multi-aged classroom. An avid runner and experienced cross country and track and field coach, Ms. Hollis will also be assisting with our Coed Grades 7 & 8 Track team in the spring.

## **Elizabeth Lane, Pre-School & Director of the After School Enrichment Program**

Elizabeth Lane will be a Pre-School 3/4 classroom teacher and director of the After School Enrichment Program (ASEP). A 2018 graduate of the University of Virginia (U.Va.), Ms. Lane received her B.A. in psychology and M.A.T. in elementary education. She spent this past year at the Montessori School of Charlottesville in the Pre-K/Kindergarten classroom and as the associate director of Georgetown Learning Center. Ms. Lane also has worked at Triple C Camp, enjoys theater and film, and has experience in set design, having worked as a technician for First Year Players during her time at U.Va.

**Tom Palombi** will be teaching Humanities English 7 this year.

**Lindsay Rubin** will be teaching a Grade 1 homeroom this year.

In addition to her role as a Grades K – 4 Spanish teacher, **Erica Roth** will also serve as the Learning Village diversity, equity, and inclusion initiatives coordinator.

## **William Sbach, Grade 8 Humanities History & Latin 8**

William Sbach will be moving from teaching Grade 7 Humanities English to Grade 8 Humanities History. He will also continue to teach Latin 8. Mr. Sbach earned his B.A. in political science from Kalamazoo College and his M.A. in political science from the University of Toronto. He is “all but dissertation” toward a Ph.D. in political science from the University of Virginia.

## **Dianne Scrivani, Long-Term Math 5 Substitute**

We are pleased to welcome back a veteran faculty member who has agreed to come out of retirement and back to St. Anne's-Belfield School for a short stint as a maternity substitute in Grade 5 math for Sara Kronstain, who welcomed baby Matthew Blake in June. Ms. Scrivani taught middle school math at School from 2001 until 2015, and has remained an active member of the community since her departure working as a long-term substitute on a number of occasions. Ms. Scrivani will be with us until mid-September. Both Ms. Kronstain and Ms. Scrivani will be present for Grades 5 – 8 Curriculum Night on Sept. 12.

*For families in Ms. Kronstain's advisory: Please note you have three options for Advisor Conferences in August. You may: 1) Sign up for a conference with Ms. Scrivani on Aug. 19 or 20; 2) Wait and arrange a conference with Ms. Kronstain after her return; or 3) Sign up for a conference with Ms. Scrivani in August and then also arrange for a conference with Ms. Kronstain in September.*

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## **Ladi Smith '09, Kindergarten**

Ladi Smith is joining our full-time faculty this year as a Kindergarten homeroom teacher. Ms. Smith joins us with a myriad of accolades and experiences. She graduated from the University of Virginia in 2013 with her bachelor's in sociology and was not only the first recipient of the John Blackburn Scholarship, but also a recipient of the Emily Couric Merit Scholarship. During her undergraduate work, she served as the assistant program coordinator intern for the I Have a Dream Foundation of Charlottesville where she worked to support young people from low-income communities prepare for high school graduation and college entrance. While working toward her graduate degree, which she earned in 2018, Ms. Smith was the recipient of the Howard W. Allen Award based on her exceptional promise as evidenced by both professional and academic accomplishment. She has also served as a teacher and then assistant director at Our Neighborhood CDC, where she taught early learners using the Reggio Emilia project approach.

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## VISITOR MANAGEMENT SYSTEM

Dear Parents & Guardians,

Students learn best when they feel safe and nurtured. That is why St. Anne's-Belfield School is continuously evaluating the best ways to create a safe environment and implementing enhancements as we are able. In addition to our security officers, the School has an electronic door locking system that allows easy access for authorized people, while keeping outside building doors locked.

When visiting during school hours, you will need to check-in at one of our four convenient visitor check-in stations in the following locations:

**Learning Village**

East Wing Main Entrance

West Wing Main Office

Pre-School Office

**Upper School**

Randolph Hall Main Office

Our visitor management system allows us to screen visitors, contractors, and volunteers at our School to provide a safer environment for our students, faculty, and staff. When you arrive, you will be asked to present an ID such as a driver's license, which can either be scanned or manually entered into the system. If a visitor for any reason does not have a U.S. government-issued ID, the school staff member can use any picture form of identification and manually enter in the person's information. Using this information, the system will cross-check against the state registered sexual offender list and provide the School with a notification. The registered sex offender database is the only official database checked by the visitor management system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once an entry is approved, a visitor badge will be printed and should be worn while visiting within the school building. A visitor's badge will not be necessary for those who visit our School simply to drop off an item in the office, pick up paperwork, or for certain major school events. Returning visitors will not need to be scanned again and will only need to stop by the check-in location to print a visitor badge for that day. We will require all visitors in the school buildings to wear a visitor's badge and you will be asked to return to the check-in location if you are not wearing a badge. When you leave, simply return to the nearest check-in station and sign out.

The main entrances are staffed between 7:30 a.m. - 4:00 p.m. to greet you and assist you with obtaining a visitor badge. If you are a new Learning Village parent, we encourage you to stop by one of the check-in locations on Aug. 19 or 20 before or after your Parent Conferences/Partnership Meetings. By scanning your ID at that time, it will ensure a quicker check-in the next time you need a visitor badge.

Thank you in advance for your understanding and support in enhancing the school safety protocols at St. Anne's-Belfield School. We are looking forward to the start of another exciting school year!

Sincerely,

Diane M. Schmidt

*Associate Head of School for Operations/Chief Financial Officer*

# St. Anne's-Belfield School

## BEFORE & AFTER SCHOOL CARE

### Grades K - 8 Start Times & Early Morning Care

The school day officially begins at the following times for students:

- Grades K - 4: 8:00 a.m.
- Grades 5 - 8: 8:10 a.m. (Office Hours) & 8:20 a.m. (Advisory)

As a school, we understand that sometimes life demands that a parent drop off their student before the official start of the day. The following times are when divisions open for early morning care. Early morning care is available free of charge.

- Grades K - 4: 7:30 a.m. in the 1 & 2 Commons
- Grades 5 - 8: 7:30 a.m. in the 5 & 6 Commons

### Grades K - 8 Dismissal Times & After School Options

The school day officially ends at the following times for students:

- Grades K - 4: 3:15 p.m.
- Grades 5 & 6: 3:35 p.m.
- Grades 7 & 8 (School Sponsored Activity): 4:10 p.m. (Monday - Thursday) & 3:35 p.m. (Friday)
- Grades 7 & 8 (Non-School Sponsored Activity): 2:45 p.m.

### Grades K - 8 After School Enrichment Program

The After School Enrichment Program (ASEP) for students in Grades K - 8 takes place on the Belfield Campus next to the Tarring Gym in a fun and safe environment. Trained ASEP leaders provide a natural extension to the school program. The schedule includes games, arts and crafts, physical activity, homework time, and a snack.

Mondays - Fridays

- Grades K - 4: 3:15 - 5:30 p.m.
- Grades 5 - 8: 3:30 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school.

Students may attend ASEP on a drop-in basis for a daily rate of \$20 per day or families may opt for an annual plan through the St. Anne's-Belfield School Business Office. Please note that there is a fee for late pick-up.

Parents new to the School will receive an email from [Kinderlime](#), a tool for student sign-in and sign-out as well as billing for our ASEP programs, asking them to register for an account in August. Please be on the lookout for that. Anyone who uses ASEP or has a student enrolled in the Pre-School program must have a Kinderlime account.

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## PARENTS' ASSOCIATION

Dear St. Anne's-Belfield School Parents,

We need you! This school year, I challenge each of us to find time to volunteer. There are so many opportunities to help out before, during and after school, all with the added bonus of meeting other parents in our school community. Plus, it's a fun way for us to see and fully appreciate all the experiences our children have at St. Anne's-Belfield! There are so many great ways you can help out this year: concession stand sales for sports and theater events, Grandparents' & Special Friends' Day, Maroon & White Party silent auction asks, Arts Boosters and Athletics Boosters, becoming a host family for a boarding student, or assisting with the Parents' Association's (PA) largest fundraiser - Saint's Closet, our uniform resale shop. Nothing jumping out at you? There's plenty more! Just email me what you are interested in and I can help you find the perfect thing. Whether you are new to St. Anne's-Belfield School or have been here for 12 years, there's plenty to do so please consider getting involved.

I want to get a few PA items on your calendar and let you know about some upcoming events. Our very own, **Saints Closet** will be hosting the back to school uniform consignment sale on Aug. 19 & 20 in the Conway Convocation Center (799 Faulconer Dr.), so go stock up on your Land's End uniforms and School gear. There are still some volunteer opportunities available for this, please contact [Gena Greer](#) if you are interested in working a shift or have any questions. There will be more consignment sales as the year goes on, we'll make sure to keep you posted on these.

Starting in October we will be having **Faculty Appreciation Lunches** to celebrate our teachers and how much they do for our children. We will call on parents to contribute to a themed potluck lunch item or refreshment and will do this throughout the year.

The Division Coordinators will each be hosting back to school get togethers so you can get to know your grade level reps, PA representatives and the division heads. You will be receiving more information as the events get closer. Here are the dates:

- **Grades K - 4 "Afternoon Pick Me Up at Pick Up" will be on Sept. 4 from 2:30 - 3:15 p.m.**
- **Grades 5 - 8 "Afternoon Pick Me up at Pick Up" will be on Sept. 3 from 2:45 - 3:30 p.m.**
- **Grades 9 - 12 "Coffee and Conversation" will be on Sept. 3 at 8:45 - 9:30 a.m.**
- **The Pre-School is still working on their date and time and you will be hearing from them soon.**

Shannon Montague and Peter Quagliaroli will also be hosting division specific **Parent chats** throughout the year. These chats give parents a chance to hear what's going on in the community as well as the opportunity to hear expert speakers and discuss relevant topics.

We will have an all-School meeting in mid-October where we will hear from the **Athletics Task Force**. They are eager to reconnect with parents about the work they have been doing and discuss their proposed goals and policies. Be looking for date and time information in your inbox sometime in the next few weeks.

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Now for three of the most popular events of the year – **Fall Family Picnic** is hosted by the Athletics Boosters and will be on Friday, Oct. 18. There will be music, BBQ, kids' activities, and most importantly, our awesome student-athletes will be playing games all over campus, so come support St. Anne's-Belfield and have fun at this all-School community event. I know January seems far away, but the Arts Boosters will be hosting the **Annual Fine Arts Concert & Wearable Art Runway Show** on Friday, Jan. 24 with a matinee Runway Show on Saturday, Jan. 25. This event always sells out fast, so get it on your calendar and be on the lookout for ticket information. The **Maroon & White Party** on May 2, 2020 is our adults-only community event and fundraiser. It's a great night to mingle, dance, eat, and bid on some fun items with your friends, teachers, and administrators. This year we will also take a moment to say goodbye to Head of School David Lourie and look back at his time here at St. Anne's-Belfield School. You will be getting a much more official save the date and invitation in the coming months, but please mark it on your calendars now.

Be sure to check your email for information about all of these events and more from your Grade Level Reps and Division Coordinators and be sure to read your Weekly Digests. The Digests are filled with information and will keep you in the loop.

If you have any questions or concerns please feel free to [email me](#) anytime. I hope to see you all at Convocation on Friday, Aug. 30, and thank you for supporting the St. Anne's-Belfield community. Here's wishing you all a wonderful 2019 - 2020 school year!

All the best,

Sterling Frank

*Parents' Association President, mom to Isabella '21*



# St. Anne's-Belfield School

## UNIFORM DRESS CODE

The St. Anne's-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

Lands' End has established a [custom website](#) for St. Anne's-Belfield School that provides an interface to browse and purchase clothing items that have been approved by the School. It is available all year, so families may purchase items as students grow and as the seasons change. Our unique school ID number: 900144775. If you have any questions, please contact Lands' End directly.

The Parents' Association (PA) operates Saints' Closet, gently-used uniform sales in August and every third Friday throughout the year starting in September. The first Saints' Closet sale of the 2019 - 2020 school year will take place on Aug. 19 & 20 from 8:00 a.m. – 6:00 p.m. in the Conway Convocation Center (799 Faulconer Drive). The School Store will also be open during this time.

### Grades K - 8 Uniform Dress Code Requirements

- All students are required to wear clothing that appears on the Lands' End website, and they may do so in any combination that they choose. The only exception to this general rule is that clothing in the "Activewear" category (t-shirts and mesh shorts) is only to be worn for physical education (PE) classes in Grades 5 & 6.
  - Students are not required to have any particular items, and are not required to have all of these items.
  - You may elect to have Lands' End print a School seal on many of the items that you purchase, but doing so is not a requirement.
  - In Grades K - 4, all girls' legwear must be School colors only: maroon, white, black, or gray. In addition, boys' socks must also be one of the School colors.
  - Skirts and dresses cannot be more than four inches above the knee.
- Students may only wear sweatshirts and sweaters that have been purchased either from Lands' End or the [School Store](#).
- Jackets and outerwear need not be purchased from Lands' End, but such attire may not be worn inside buildings during the school day.
- In addition to regular winter jackets, students may wear School gear (sweatshirts, team jackets, etc.) as outerwear during the cold weather.
- Physical education requirements (Grades 5 & 6)
  - Students in Grades 5 & 6 are required to purchase and wear separate clothes for their PE classes from Lands' End.

# St. Anne's-Belfield School

## **Grades K - 8 Chapel Dress**

Students in Grades K - 3 wear their normal uniform dress to Chapel.

Students in Grades 4 - 8 adhere to the following:

- All clothes are to be clean and in good condition
- Girls should wear uniform dresses, skirts, or dress slacks and uniform blouses
- Boys must wear uniform dress shirts that are tucked in with a belt and tie
- No polo shirts

No sweatshirts or outdoor jackets may be worn in Chapel for girls or boys.

## **Performing Dress Requirements**

Students performing in musical events may be required to wear particular clothing. More information will be distributed prior to performances.

## **Blue Denim Days**

On Blue Denim Days, students may wear jeans of their choosing (no shorts or colored denim) that are in good condition without holes or tears but must wear a Lands' End uniform top. In the Learning Village, Blue Denim Days are the first Thursday of every month, unless otherwise announced.

# St. Anne's-Belfield School

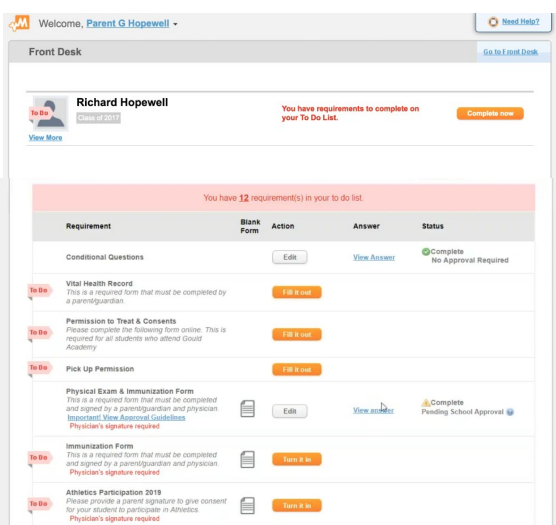
## WHAT IS MAGNUSHEALTH?

St. Anne's-Belfield School uses MagnusHealth, an extension of Veracross, as an electronic record collector for all School-required health and yearly paperwork (Grades K – 12). MagnusHealth allows paperwork and information collection to be more convenient, secure, and streamlined.

### How do I log in to MagnusHealth?

To log in, please go to [www.stab.org/magnus](http://www.stab.org/magnus). Your MagnusHealth login information is the same as Veracross. 24/7 assistance for MagnusHealth can be found at [www.magnushealth.com/parents](http://www.magnushealth.com/parents).

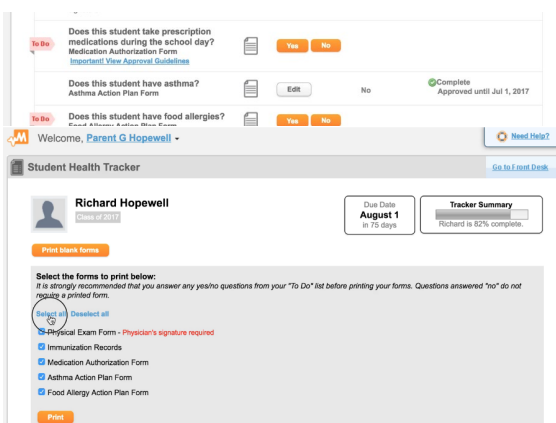
### What paperwork is required for my student and how do I complete it?



Once logged in, you will be directed to your “Front Desk” where all of your students’ portals will be visible. Click on the yellow “Complete Now” button to begin.

Some of your student’s requirements will be pre-loaded into their portal based on requirements for their grade or division. Other requirements are conditional based upon your answer to a question. For example, if you answer “Yes” to “Is your student a boarding student?” all of the paperwork for a boarding student will be added to the student’s requirements.

Many of the requirements can be completed/signed online. To do so, click on the yellow “Fill it Out” icon. Any requirement with a paper icon beside it must be printed and completed on paper. Click “Print Blank Forms” at the top left corner of the page to print the entirety of your student’s forms.



**To turn in completed forms**, click on the “Turn it in” button next to the requirement name; this will allow you to upload the form from your computer (as a picture or PDF) **OR** completed forms can be mailed to MagnusHealth at:

MagnusHealth  
Attn: Student Medical Records 5  
14 Daniels Street #367  
Raleigh, NC 27605

If you have trouble logging into Veracross, please contact Birgit Gutkowski ([bgutkowski@stab.org](mailto:bgutkowski@stab.org)). If you have questions regarding MagnusHealth or forms, please contact Athletic Trainer Lizzie Leitch ([lleitch@stab.org](mailto:lleitch@stab.org)) or School nurse Kelly Muthiora ([kmuthiora@stab.org](mailto:kmuthiora@stab.org)).

# St. Anne's-Belfield School

## ATTENDANCE, ABSENCES, & TARDINESS

Homeroom classrooms open at 7:55 a.m. and classes begin promptly at 8:00 a.m. School hours are from 8:00 a.m. - 3:15 p.m., Monday - Friday. Students who are not in their classrooms at 8:00 a.m. are marked absent. The K - 4 academic secretary will call you after 9:00 a.m. if the reason for your student's absence is unknown. This practice is for your student's safety. Attendance that is not reported will be marked as unexcused until the main office and the family connect.

If your student is not attending school on any given day due to illness or an emergency situation, please make sure to inform the K - 4 academic secretary. You may either call (434) 295-0106 or email [lvattendance@stab.org](mailto:lvattendance@stab.org). If a student will be late, please call or email as soon as possible.

Excused absences are those which arise from sickness, trauma, or crisis. Students are expected to be in school except for illness or serious emergency. Frequent or sustained absence may seriously hamper academic progress. For that reason, it is very important for parents and students to make every effort to be diligent about school attendance. A student who arrives late must be signed in by a parent, or designated adult, in the Grades K - 4 Office. If a student is late due to a medical appointment, please make sure to get a note from their doctor to present to the office upon arrival. Students should not be taken out of school for routine appointments; rather, parents should attempt to schedule appointments for days when school is closed or after school hours.

If a student must leave school before the regular dismissal time, parents should send a note to the homeroom teacher and the main office before 9:00 a.m. explaining the reason. Included in the note should be the exact time the student is to be picked up, who will pick up the student, and the estimated time the student is expected to return. Parents must sign their student out and in at the Grades K - 4 Office whenever they leave school and return before the regular dismissal time. Students may not wait outside unattended to be picked up.

Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. If a student earns more than three unexcused absences or five unexcused tardies in a trimester, the family may be asked to meet with the head of the Learning Village for a conversation on how the School and family can better partner. An Anticipated Absence form is required for any pre-planned absence. These forms may be obtained in the Grades K - 4 Office and must be approved by the head of the Learning Village at least 48 hours prior to the planned absence. For any anticipated absence, parents should also talk with their student's homeroom and reading/language arts teachers.

When students are absent, parents should contact the homeroom teacher to request homework assignments. The assignments may be sent home with another student or picked up in the Grades K - 4 Office at the end of the school day.

# St. Anne's-Belfield School

## GRADES K – 4 ANTICIPATED ABSENCE FORM

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of Intended Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

The Learning Village discourages unnecessary absences, as daily class work can never truly be replaced by work done outside class. If a student is absent for reasons other than illness or a family emergency, our teachers are not expected to provide daily assignments.

I (we) have read and understand the conditions outlined above and I (we) wish my (our) child to be absent from school on the date(s) indicated.

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Head of the Learning Village: \_\_\_\_\_

This form is to be placed in the student's file.

# St. Anne's-Belfield School

## 2019 - 2020 LEARNING VILLAGE ARTS CALENDAR

### August

28 & 29: Grade 8 Play Launch, 4:15 - 5:15 p.m.

29: Grade 8 Play Parent Information Session, 5:15 p.m.

### September

3 & 4: Grade 8 Play Auditions, 3:30 - 5:30 p.m.

6: Grade 8 Play Tech Meeting, 3:30 - 4:00 p.m.

### October

23: Grades 7 & 8 Mozart Orchestra Field Trip to MLK for Charlottesville Symphony

28 - Nov. 2: Grade 8 Play Tech Week

### November

1: Grade 8 Play, 7:00 p.m.

2: Grade 8 Play, 2:00 p.m.

12 & 13: Grade 7 Play Launch, 4:15 - 5:15 p.m.

13: Grade 7 Play Parent Information Session, 5:15 p.m.

14: Instrument Move for Grades 2 & 3 Winter Performance

18 - 21: Tech Week for Grades 2 & 3 Winter Performance

19 & 20: Grade 7 Play Auditions, 3:30 - 5:30 p.m.

21: Grade 7 Tech Meeting, 4:15 - 4:45 p.m.

21: Grades 2 & 3 Winter Performance, 2:00 - 3:00 p.m.

### December

9 - 12: Tech Week for Grades 5 - 8 Music Performances

11: Grades 5 - 8 Orchestra Concert, 7:00 p.m.

12: Grades 5 - 8 Music & Movement and Choir Performance, 7:00 p.m.

16 - 18: Tech Week for Grade 4 Winter Performance

18: Grade 4 Winter Performance, 2:00 p.m.

19: Learning Village Extravaganza in CCC with Philharmonic Orchestra, 2:30 p.m.

19: Kindergarten Carols at Upper School (parents invited to dress rehearsal early in the day)

20: Lessons & Carols, 10:00 a.m.

### January

24: Grades K - 4 Mozart's Birthday Celebration, 8:20 a.m.

25: Grades 7 - 9 Junior Regional Orchestra Auditions (off campus)

30: Grades 5 - 8 Talent Show Dress Rehearsal, 4:00 - 5:30 p.m.

31: Grades 5 - 8 Talent Show, 2:00 - 3:30 p.m.

# St. Anne's-Belfield School

## February

6: Grade 1 Sharing (in Performing Arts Classroom)  
7: Grades 3 & 4 Winter Recital, 8:20 a.m.  
10 - 14: Grade 7 Play Tech Week  
14: Grades 6 - 8 Choir Chapel  
14: Grade 7 Play, 7:00 p.m.  
15: Grade 7 Play, 2:00 p.m.  
21: Grades 7 & 8 Orchestra Chapel  
25: Grade 6 Play Parent Information Session, 3:45 p.m. or 5:00 p.m.

## March

27 & 28: Grades 7 - 9 Junior Regional Orchestra (off campus)

## April

1 - May 4: All-School Art Show  
8: Grandparents' & Special Friends' Day Set-up  
9 - 10: Tech Week for Grandparents' & Special Friends' Day  
14 - 17: Tech Week for Grandparents' & Special Friends' Day  
16: Grades K - 4 Performances for Parents  
16: All-School Art Opening Reception & Tour  
17: Grades K - 4 Grandparents' & Special Friends' Day Performances  
24: Grade 5 South African Chapel  
27 - 30 Tech Week for Grade 6 Play  
30: Grade 6 Play Open Dress Rehearsal, 8:20 - 9:30 a.m.  
30: Grade 6 Play Performance, 4:00 - 5:00 p.m.

## May

4: Grades 5 - 8 Monday Meeting with US Orchestra, 8:30 a.m.  
11 - 14: Tech Week for Grades 5 - 8 Music & Movement and Choir Performance  
13: Dress Rehearsal for Grades 5 - 8 Music & Movement and Choir Performance, 2:00 - 3:00 p.m.  
14: Grades 5 - 8 Music & Movement and Choir Performance, 2:30 - 3:30 p.m.  
18 - 20: Tech Week for Grades 5 - 8 Orchestra Concert  
20: Grades 5 - 8 Orchestra Concert, 7:00 p.m.  
22: Grade 6 Music Service Morning, 8:30 - 10:30 a.m.

## June

1: Grades 7 & 8 Arts Day, 8:30 - 11:30 a.m.

# St. Anne's-Belfield School

## TECHNOLOGY PROGRAM

Dear Parents,

Please find a quick review of our technology program here at St. Anne's-Belfield School.

We are a Google Apps for Education school. All Google core and additional services are set up and maintained by the IT department with the recommendations of a third party who specializes in Google for education.

Student accounts are activated beginning in fourth grade when they have access to Google Drive for word processing. In fifth grade, the full suite of core Google Apps is introduced, including email accounts.

In Grades K - 6 we have a 1:1 program in which every student has either an iPad or MacBook for their use during school hours. These devices remain at school.

- Grades K - 8 students have access to two computer labs, one outfitted with MacBook Air laptops, the other with PC computers.
- Grades K - 4 students are assigned a School-owned iPad for their daily use at school.
- Grade 4 students have access to 30 MacBook Air's that are shared amongst the classes.
- Grades 5 & 6 are issued a school-owned MacBook Air, which is available for their daily use at school.

**Students in Grades 7 - 12 will participate in our BYOD Program and will use their own personal laptops at home and school. Current system requirements for BYOD may be found at [www.stab.org/byod](http://www.stab.org/byod).**

**One important change regarding BYOD requirements. The school's wireless networks will no longer support devices only capable of 2.4 GHz wireless frequencies. Please ensure your wireless adapter is capable of 5.0 GHz. If you have any questions regarding requirements, you can always reach out to the IT department.**

St. Anne's-Belfield does not offer the purchase of devices through the School. This was largely determined because the price of laptops and warranty bought through the School was equivalent to the price from an outside reseller.

The School is committed to ensuring that every student has a device under the BYOD program and will work with any family that is concerned about affordability.

Thank you,

Michele Mathieson, *Learning Village Innovation Coordinator*

Mark Adair, *Co-Director of Technology*

Stephen Gagnon, *Co-Director of Technology*



# St. Anne's-Belfield School

## GOOGLE APPS FOR EDUCATION INFORMATION

St. Anne's-Belfield School uses Google Apps for Education for students, teachers, and staff. This information sheet describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of St. Anne's-Belfield School's online presence in Google Apps for Education:

- **Mail** - an individual email account for school use managed by St. Anne's-Belfield School
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Other educationally sound and age-appropriate web tools and apps, both within Google Apps for Education and found elsewhere on the internet, may be implemented over the course of the school year.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

### **Technology use in St. Anne's-Belfield School is governed by federal laws including: Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for St. Anne's-Belfield School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The School acts as an agent for parents in the collection of information within the School context. The School's use of student information is solely for educational purposes. <http://www.ftc.gov/privacy/coppafaqs.shtml>

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the St. Anne's-Belfield School's Enrollment Form. <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

### **Guidelines for the responsible use of Google Apps for Education by students:**

1. **Official Email Address.** All students will be assigned a *username@students.stab.org* email account. This account will be considered the student's official St. Anne's-Belfield School email address until such time as the student is no longer enrolled at St. Anne's-Belfield School.

# St. Anne's-Belfield School

2. **Prohibited Conduct.** The primary purpose of the St. Anne's-Belfield School's network is to support students and teachers in the process of teaching and learning, and to support the business operations of the School. Therefore, all computers whether the property of students or the School, are to be used for ACADEMIC PURPOSES ONLY.

## **Specific Rules & Guidelines:**

The Honor Code applies to all activities.

- Lying, cheating, and stealing are wrong no matter how they are done.
- Plagiarism, whether from print or electronic sources, is cheating.

Some activities on the internet are illegal or prohibited. They include, but are not limited to:

- Making threats
- Harassing others
- Committing fraud
- Viewing, downloading or transmitting pornography
- Illegally copying music, videos, and software
- Using a Virtual Private Network to bypass our network

Bandwidth is a community resource. Therefore, your choices impact others:

- You may not stream audio/video for non-academic purposes e.g. YouTube, Pandora, ESPN, etc.
- No games during free periods

Think before you post.

- Anything on the STAB Network should be considered public.
- Anything posted on the Internet should be considered permanent. Rules are in effect at all times.

3. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of St. Anne's-Belfield School. The School maintains the right to immediately withdraw access and use of these services including email when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to the appropriate Division Head for further investigation and adjudication.
4. **Security.** St. Anne's-Belfield School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the School cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. St. Anne's-Belfield School and all electronic users should treat electronically stored information in individual's files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access the *username@students.stab.org* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

# St. Anne's-Belfield School

*I confirm that I have read the information above and understand the following: Under FERPA and corresponding Virginia law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and St. Anne's-Belfield School by virtue of this online environment. By signing below, this confirms my consent to allow my student's education record to be stored by Google.*

*I understand that by participating in Google Apps for Education, information about my student will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education <https://edu.google.com/trust/>. I understand that I may ask for my student's account to be removed at any time.*

Student Grade: \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*(Adopted from Google Apps for Education Information Sheet for Student Email, Online Documents, Calendar, and Sites)*



## 2019 ~ 2020 CALENDAR & MAJOR DATES

JULY						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
SU	MO	TU	WE	TH	FR	SA
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
SU	MO	TU	WE	TH	FR	SA
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
SU	MO	TU	WE	TH	FR	SA
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
SU	MO	TU	WE	TH	FR	SA
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

□ **Classes Begin or Resume:** Aug. 22; Dec. 2; Jan. 7; March 18

■ **School Events & Major Dates:** Residential Life Students Arrive - Aug. 15, 16, & 19; Parent Conferences - Aug. 19 & 20; Divisional Student & Parent Orientations - Aug. 19 & 20; Upper School Curriculum Night - Sept. 5; Grades 5 - 8 Curriculum Night - Sept. 12; PS - Grade 4 Curriculum Night - Sept. 19; Fall Family Picnic - Oct. 18; Upper School Intensives - Dec. 2 - 19; Grandparents' & Special Friends' Day - April 17 (Grades K - 4); Maroon & White Party - May 2; Field Day - June 1 (Grades K - 12); Commencement - June 5

● **School Event or Conferences - No Classes:** Convocation - Aug. 30 (Grades 4 - 12); Parent-Teacher Conferences - Dec. 6 (PS - Grade 8); Student-Parent Conferences - Dec. 10 (Grades 9 & 10); Lessons & Carols - Dec. 20 (Grades 1 - 12); Parent-Teacher Conferences - Feb. 7 (Grades K - 4); Parent-Teacher Conferences - March 27 (PS - Grade 8)

■ **School Closed:** Independence Day - July 4 & 5, Labor Day - Sept. 2; Fall Break - Oct. 14; Thanksgiving Break - Nov. 25 - 29; Winter Break - Dec. 23 - Jan. 6; Martin Luther King Jr. Day - Jan. 20; Spring Break - March 9 - 13; April 13; Memorial Day - May 25

▲ **Half Day:** April 17 (Grades K - 4)

□ **Faculty Meetings/Staff Work/Professional Development Days - No Classes:** Aug. 12 - 16; Oct. 11; Nov. 15; Jan. 6; Feb. 17, March 16; March 17

Please see the calendar on the Veracross parent portal and Weekly Digests throughout the school year for additional divisional events and information.

*As of July 2, 2019. All dates and events are subject to change at the School's discretion.*

**DIVISION OF LICENSING PROGRAMS  
DEPARTMENT OF SOCIAL SERVICES  
CHILD REGISTRATION FORM (Model)**

Child	Nickname	Date of Birth	Sex
Address			Home Phone
Chronic Physical Problems/Pertinent Developmental Information/Special Accommodations Needed			
Previous Child Day Care Programs and Schools Attended			
If Child Attends this Center and Another School/Program, Give Name of School/Program			Grade

**PARENT(S)/GUARDIAN(S)**

Father	Place Employed	Business Phone
Home Address		Home Phone
Mother	Place Employed	Business Phone
Home Address		Home Phone
Person(s) or Agency Having Legal Custody of Child		
Home Address		Home Phone
Business Address		Business Phone

**EMERGENCY INFORMATION**

Allergies or Intolerance to Food, Medication, etc., and Action to Take in an Emergency		
Child's Physician		Phone
Two People To Contact if Parent(s) Cannot Be Reached	Address	Phone
1.	1.	1.
2.	2.	2.
Person(s) Authorized To Pick Up Child		
Person(s) <u>NOT</u> Authorized To Pick Up Child*		

- Appropriate paperwork such as custody papers shall be attached if a parent is not allowed to pick up the child.
- NOTE: Section 22.1-4.3 of the *Code of Virginia* states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

## AGREEMENTS

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.
2. The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately. \*\*
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

## SIGNATURES

<hr/> <p style="text-align: center;"><b>Parent(s) or Guardian(s)</b></p> <p style="text-align: center;"><i>Elizabeth Lane</i></p> <hr/> <p style="text-align: center;"><b>Administrator of Center</b></p>	<hr/> <p style="text-align: center;"><b>Date</b></p> <p style="text-align: center;">Aug. 26, 2019</p> <hr/> <p style="text-align: center;"><b>Date</b></p>
---	--

Date Child Entered Care: \_\_\_\_\_ Date Left Care: \_\_\_\_\_

\*\* If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection.

## OFFICE USE ONLY IDENTITY VERIFICATION

If proof of identity is required and a copy is not kept, please fill out the following.

Place of Birth	Birth Date	Birth Certificate Number	Date Issued
Other Form of Proof		Date Documentation Viewed	Person Viewing Documentation

Date of Notification of Local Law-Enforcement Agency (when required proof of identity is not provided):

\_\_\_\_\_

Date

Proof of the child's identity and age may include a certified copy of the child's birth certificate, birth registration card, notification of birth (hospital, physician or midwife record), passport, copy of the placement agreement or other proof of the child's identity from a child placing agency (foster care and adoption agencies), record from a public school in Virginia, certification by a principal or his designee of a public school in the U. S. that a certified copy of the child's birth record was previously presented or copy of the entrustment agreement conferring temporary legal custody of a child to an independent foster parent. Viewing the child's proof of identity is not necessary when the child attends a public school in Virginia *and* the center assumes responsibility for the child directly from the school (i.e., after school program) or the center transfers responsibility of the child directly to the school (i.e., before school program). While programs are not required to keep the proof of the child's identity, documentation of viewing this information must be maintained for each child.

Section 63.2-1809 of the Code of Virginia states that the proof of identity, if reproduced or retained by the child day program or both, shall be destroyed upon the conclusion of the requisite period of retention. The procedures for the disposal, physical destruction or other disposition of the proof of identity containing social security numbers shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or indecipherable by any means.