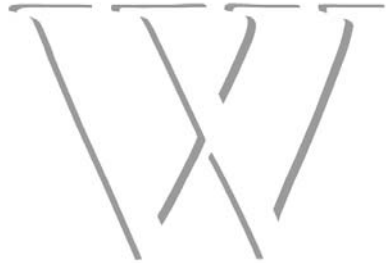


WATERSIDE SCHOOL



**PARENT/STUDENT
HANDBOOK
2009-2010**

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PARENT/STUDENT
HANDBOOK**

2009-2010

This handbook is intended to serve as a useful guide to the practices, policies and procedures within Waterside School. You are encouraged to read it as the new school year begins and to use it as a reference during the year. Please let us know if you have questions, which may not be fully addressed in this handbook.

WATERSIDE SCHOOL MISSION

Waterside School is a co-educational independent school serving children and families regardless of limitations in income or circumstance. The School seeks to attract and inspire students of academic promise and families deeply invested in their children's success.

With its every effort, the School strives to instill in its students a belief in their own worth, to cultivate in each a commitment to academic excellence, and to ensure the fullest development of every child's character. Through a rigorous program of study and experience, the School seeks to empower its students with the knowledge, skills and virtues required to enable them to excel as students, to gain access to superior academic opportunities, and to go forward today to become the leaders of tomorrow.

GOALS

Waterside School is a place of hard work, clear purpose and lofty ambition. It is a school dedicated to ensuring that talent, effort and opportunity alone shape futures and dreams.

To ensure meaningful group instruction, as well as provide individual attention, there is an emphasis on small classes with close instructional supervision. Waterside School places an overarching emphasis on academic achievement and character development within a learning environment of purpose and joy, commitment and compassion. Importance is placed on the individual student and his/her full intellectual, physical and moral growth.

We believe the School's goals will instill, encourage and support the pursuit of knowledge and a lifelong love of learning within all students.

IMPORTANT TELEPHONE NUMBERS

Waterside Office 975-8579
Barry Place Campus 975-8910

FACULTY AND STAFF

Administration

Jody Visage	Head of School
Duncan Edwards	Executive Director
Medard Thomas	Assistant Head of School
Sandy Harbison	Director of Admission and Placement
Jennifer Rivera	Admissions Associate
Deborah Esannason	Bookkeeper
LaVandra DuPree	Assistant to the Head of School Financial Aid / Tuition Payment Coordinator
Sally Edwards	Communications
Claudia Gomez	Office Assistant

Faculty & Counseling/Support Staff

Katie Abromovitch	Computer Science
Susan Armero	Art
Tami Berczuk	Science (K)
John Buchmelter	Science (1 st -5 th)
Barbara Franzino	Grade 2
Elise Grant	Assistant Teacher-Grade 2
Rezan Graf	Science + Alumni Programs
Catie Harrington	Co-teacher, Grade 1
Jamel Keels	Grade 3
Stefanie Kies	Music (K & 1 st)
Meg Krause	Grade 5
Pascale Langley	Co-teacher, Grade 1
Emily Mitchell	Teacher, Kindergarten
Juan Montanez	Physical Education
Lorenzo Colon Munroe	School Counselor
Carolyn Quinn	Reading Specialist
Dr. Beth Sackler	School Psychologist

Bradley Sill	Reading Specialist
Dr. Agnes Sprouse	Psychologist
Tanya Velez	Assistant Teacher-Kindergarten
Tracy Weiss	Music
Marianne Williams	School Nurse

Facilities Staff

Marge Santos	Food Service
Ingrid Moore	Food Service & Child Care
Gary Reilly	Maintenance

ABSENCES, LATENESS AND ATTENDANCE

Since absence interferes with a student’s progress, every student should be present daily unless of course he/she is ill. Parents are asked to report absences to the Office as early as possible in the morning. Parents are urged to avoid scheduling trips that necessitate a student’s absence from school. Extending school vacations by leaving before the break begins and/or returning after the break ends is strongly discouraged. ***The Head of School must be informed in advance of any extended student absences.***

Absences and late arrivals are recorded on report cards. In an attempt to address the issue of absences, the School will communicate in writing or through a parent conference when absences, tardiness or early dismissals seem excessive.

If it is necessary for a student to leave school before the scheduled dismissal time, the parent must report to the Main Office and sign the child out on the sign out sheet. The sign out sheet is protection for the parent as well as the School.

BEHAVIOR POLICY

All students who attend Waterside School make a commitment to honor and uphold high standards of behavior. The School assumes that all students will strive to make positive contributions

to the community through kindness, respect and courtesy to others. Students are expected to act at all times in a respectful, responsible manner when interacting with peers, faculty and staff, visitors and other members of the school community. Students are expected to speak politely at all times.

Code of Conduct

Waterside School assumes that all students will strive to make positive contributions to the community through kindness, respect, and courtesy to others. To ensure that these standards are met, certain rules have been set forth. It is expected that all students will adhere to the School’s policies as a mark of good citizenship.

When students have difficulty adhering to the School’s policies, the School will help the student think about his/her actions, consider the repercussions, and make better choices in the future. For serious offenses, parents will be informed in writing, or by a phone call from the teacher, School Counselor, Assistant Head of School, or Head of School.

BIRTHDAYS

Birthdays are important at Waterside School. During lunch, we recognize birthdays, and we also honor children whose birthdays fall during vacation times or the summer.

Parents may arrange an in-class celebration of a child’s birthday with his/her teacher, and may provide a special snack.

CALENDAR

The 2009-2010 academic calendar can be found on the back cover of this handbook. In addition, at the end of each month, a school activities calendar will be sent home in your child’s homework folder outlining the upcoming month’s school events.

CHANGE OF ADDRESS

For mailing and communication purposes, it is *essential* that any changes in telephone numbers and addresses be reported to the Main Office as soon as possible.

CLASS PARENTS

Class Parents work as important liaisons between parents and school. Class Parents help coordinate events and assist teachers as necessary. Parents are encouraged to call their Class Parents with questions or to arrange times for volunteering at school.

CLASS PICTURES

Class pictures and individual student photos will be taken on Monday September 14th by Teddy Bear Portraits who specialize in school photography. Parents may purchase a class photo and/or any individual photographs they choose.

COMMUNICATION

Waterside School is working diligently to utilize current technology to inform parents of school events and individual student progress. In an effort to be more efficient with our communications, parents are encouraged to contact their child's teacher via e-mail. (Faculty and staff e-mail addresses follow this format: first initial last name @watersideschool.org. For example, jvisage@watersideschool.org). Parents may also leave messages for their child's teacher by calling the Main Office.

DAILY SCHEDULE

The School operates daily from 7:30 AM - 4:00 PM.

Breakfast is served every morning from 7:20 - 7:50 AM.

Children are expected to be in the Grand Hall no later than 7:50 AM to get ready for Morning Assembly.

PICK-UP & DISMISSAL:

On Mondays, Wednesdays, Thursdays and Fridays, the instructional day goes until 3:45, and at 4:00, children go to the Grand Hall to await either the school buses or parent pick up. Parents who pick up their children are asked to wait until 4:00 pm, so that your child does not miss important instruction and information. The exception is Kindergarten students. Parents may pick up Kindergarten students any time after 3:00 pm.

On Tuesdays, please note that on Tuesdays, any parents able to pick up their children at 3:00 PM are strongly encouraged to do so. At 3:30 on Tuesday, all remaining K-3 students leave the main building to go to Barry Place, so that St. Clement's Church can run their Christian Education classes.

Stamford Buses leave the School between 4:05 – 4:15 PM.

For all pick-ups, we rely on parents to arrive promptly to pick-up their children at the appropriate dismissal times. If an emergency causes you to be late, it is important that you call the Main Office or Mrs. DuPree's Cell Phone @ 559-2639. Any child who is not picked-up by 4:15 PM will automatically be placed in the extended day childcare program, and a fee of \$7.00 will be charged per day.

DELAYED OPENINGS

If school must be delayed or closed due to inclement weather, you may call the school's main number and listen to the recorded message. In addition, announcements will be made on the following radio and television stations:

Cablevision TV:	TV News Channel 12
Radio:	WSTC 1400 AM

Waterside is closed on snow days when the Stamford Public Schools are closed.

In the case of a delayed opening, here is the procedure:

For a 1-hour delay, students may arrive at school between 8:30 - 9:00 AM, **and not before.**

For a 90-minute delay, students may arrive between 9:00 - 9:30 AM, **and not before.** Please do **not** leave a child at school before the indicated times.

Please note that on delayed opening days, **NO BREAKFAST** will be served, so please make sure your child eats breakfast before coming to school.

If there is a heavy accumulation of snow while school is in session, school may be dismissed early. When school is dismissed early, due to bad weather, all afternoon and evening activities are canceled. Parents are expected to monitor media advisories and be prepared to pick-up their children early if school dismisses early. **Once again, it is extremely important that the School have accurate, up-to-date phone numbers so parents can be reached quickly in case of emergency.**

DRESS CODE

The appearance of students should be conducive to learning and reflect the serious commitment of our learning environment. Students are expected to be neat, clean and in an approved school uniform every day. Every student is expected to wear a uniform that fits appropriately and is clean and in good condition. The following is the uniform requirement for Waterside students:

Girls: Navy blue jumper with Waterside logo, white blouse with peter pan collar (long or short sleeves), navy blue cardigan with Waterside logo, navy blue tights or socks and blue or black leather shoes. Please no white socks.

Boys: Khaki or navy blue pants, white polo shirt (long or short sleeves), navy blue V-neck sweater with Waterside logo, navy blue socks and blue or black leather shoes.

In the event that your child's school uniform does not meet the School's standards, you will receive a *Uniform Notice to Parents* indicating the uniform items that need attention.

Please see "Physical Education" section for appropriate PE uniforms.

Dress-Down Days are held once a month in honor of community service. These days typically take place on the last Friday of the month, and will be announced ahead of time. Children are asked to bring in a donation for the selected charity and are allowed to wear comfortable play clothing on these designated days.

DROP-OFF/PICK-UP AND BUSES

Drop-off and pick-up are times of heightened safety concern. For both drop-off and pick-up, please enter the driveway close to the church, follow the signs around the parking lot to the Grand Hall door, let your child out, and exit from the driveway closer to the school. **Important: If you are going to accompany your child into the Grand Hall, please park in a marked parking space and do not "double park" outside the Grand Hall door.** Please note that the first twelve parking spaces outside the church office (next to the Grand Hall entrance), six against the building and six directly across from them, are for St. Clement use only. Please do not park in those spaces.

School buses drop-off and pick-up students in the driveway closest to the school. Please drive slowly and stop when you see children disembarking from the buses in the morning, as they must walk from the driveway to the Grand Hall. Similarly, in the afternoon, please be aware of children walking to the buses from the Grand Hall.

Parents must notify the Main Office before 1:00 PM regarding any changes to their child's usual pick-up procedure. It is imperative that parents inform their child's teacher in writing of play dates and special pick-up arrangements.

EMERGENCY INFORMATION

It is essential for the Main Office to have up-to-date emergency contact information on file for each child at the School. Please inform the Main Office of any changes in address, phone numbers or emergency contact individuals and numbers.

EXTENDED DAY CHILDCARE PROGRAM

For parents whose children do not take the bus and whose work schedule makes it difficult for them to pick up their children by 4:10 PM, childcare is available from 4:10- 5:30 PM for an additional charge of \$7.00 per day. In order to participate in this extended childcare program, parents must:

- 1) Inform the Main Office or Mrs. Moore that you would like your child to stay for extended care.
- 2) Pay the childcare fee a month in advance, directly to Mrs. Moore.

HEALTH CONCERNS

Please report any illnesses or chronic health concerns your child experiences to the Office. Do not send your child to school with a temperature of 100 degrees or greater. A child must be fever free for 24 hours before returning to school. Those with vomiting and/or diarrhea must be free of symptoms for 24 hours before returning to school. Children who are diagnosed with illnesses such as strep throat or conjunctivitis should remain home until they have been on medication for at least 24 hours and must bring a doctor's note to return to school. Please do not hesitate to call the school nurse with any questions.

HEALTH RECORDS

A Medical Health Report must be submitted to the School by all new students. Re-enrolled students must have up-to-date records. All students must have had a physical within the last 12 months and have had all the immunizations required by the state of Connecticut. Each month, the school nurse will notify parents when their children's physicals are about to expire. No child will be admitted to school until all necessary forms have been completed.

HOMEWORK

Waterside students generally have homework daily. The amount of time needed to complete homework varies from day to day and by individual, grade level and subject matter. Assignments should be done by the student independently and *may* require limited parental assistance or involvement.

The following time allotments are suggested for homework and include independent reading time:

Kindergarten	20-30 minutes
Grades 1 and 2	30-50 minutes
Grades 3	60-75 minutes
Grades 4 and 5	60-90 minutes

Every Waterside student is expected to do all his or her homework every night.

HOMEWORK SHINING STARS

Academic success for every child is our goal at Waterside School. We expect that children will complete their assigned homework. **Not only is it important that homework be done, but it needs to be done carefully and well, not in a rushed, sloppy or superficial manner.** Teachers keep accurate daily records of all

student assignments. Once a month, “Homework Shining Stars” are honored during Morning Assembly. Those children who are recognized will be eligible to participate in a special activity.

MORNING ASSEMBLY

Each day begins with all students and faculty gathering in the Grand Hall for Morning Assembly at 8:00 AM. Throughout the year, many students have the opportunity to ring the bell at 8:00 AM to alert all students to gather their homework folders and line up by class in the Grand Hall. Typically, the Head of School begins the Morning Assembly, makes special announcements, talks about the day’s events and gets the children ready for a day of learning. The Morning Assembly ends with all students reciting the Waterside Daily Commitment. (Please refer to Appendix A at the back of this handbook for the School’s daily commitment).

LOST AND FOUND

All clothing and personal belongings should be marked with the student’s name. Students are responsible for their own belongings.

Lost items will be placed in a bin in the Grand Hall. Please bring found items to these locations. Items not claimed by the end of each semester will be donated to a charitable organization.

LUNCH

A hot lunch is provided to all Waterside students and is served from 12:00 PM to 12:30 PM. Students sit by class with their teachers. Prior to eating and after all the classes have sat down, the Waterside Blessing is recited by all students and faculty. (See Appendix A.)

Lunch is served family style with the teachers helping to serve the younger students. All students are required to clear their plates and clean the tables after eating lunch. Parent help is always

welcome during lunch. Please call your Class Parents or the lunch coordinator to let them know if you would like to volunteer.

Waterside also provides a small snack mid-afternoon.

PARENT ACADEMY

The school has an excellent program in place to support parents in helping their children succeed in life. The program offers a series of classes on a wide variety of subjects related to child-rearing. In order to accommodate busy schedules, the program runs for seven evenings in the fall and seven again in the spring. Parents may sign up for the fall series, spring series, or both. Each parent who participates will be awarded a certificate of completion and honored at a special assembly later in the year.

PARENT COUNCIL

A very special way in which parents can participate in the life of the School is to become a member of the Waterside Parent Council, or as a Class Parent for their children’s grade. A wide variety of opportunities exist, and parents do not need to have previous experience or specialized skills. What is needed most is a willingness to give some of your time and energy to various Parent Council projects. Meetings are held monthly in the Grand Hall from 6:00-7:00 PM and childcare and refreshments are provided. Please note that **all** parents are always welcome to all Parent Council meetings. Because Parent Council members and Class Parents dedicate time to our school beyond the fifteen hours that all parents give, we look forward to honoring them at the end of each school year at our Graduation/Stepping Up Ceremony.

PARENT INVOLVEMENT

Waterside School has a wonderful tradition of parent involvement. Waterside bases its success on being able to create a very strong partnership between parents and school.

Parents are asked to give back to Waterside School by volunteering at least 15 hours of their time throughout the school year. There are many opportunities available throughout the year such as helping out in the morning for the breakfast program, at lunchtime, sorting books for the book fairs, and volunteering for the many fundraisers held. The children enjoy having their parents involved in their school community and Waterside thrives on parental support during our annual school events; for example, *Bi-monthly Family Nights, Pizza Bingo Night, Parent Dinner Dance and International Festival.*

PARENT PARTNERS PROGRAM

Waterside School is a family-oriented school environment which makes every effort to engage and work closely with all parents, to enhance their ability to support their children's success. The Parent Partners Program offers parents additional coaching and skill development to maximize their effectiveness as their children's primary teachers and advocates. Interested parents should contact our school counselor, Mr. Lorenzo, for more information.

PRESCRIPTION MEDICATION

The Main Office is to be informed of any student who must take prescription medication during the school day. All medication dispensed must be sent in its original container directly to the Assistant to the Head of School.

Prescription medication must:

- Be clearly identified as to the name and type of medication
- Contain doctors orders as to distribute medication
- Be in the original container
- Carry a prescription label with the student's name, drug identity, dosage instructions, doctor's name and current prescription date

- Be kept in the Main Office

The school nurse cannot dispense non-prescription medication.

PHYSICAL EDUCATION

Students in all grades participate in physical education classes. Physical education classes are held outside, weather permitting or in the Grand Hall.

Students in Kindergarten and First Grade are required to wear a pair of sneakers.

Students in Grades 2-5 are required to wear a navy T-shirt with the Waterside logo, navy blue shorts or navy blue sweat pants and sneakers.

The Physical Education uniforms should be sent with the students on the first day of school. Please make sure that PE uniforms are well-maintained each week.

Please note that any child who comes to PE class without the appropriate uniform and sneakers will not be permitted to participate.

REPORT CARDS AND CONFERENCES

There are two report periods during the year - January and June. Report cards are mailed to the student's home. Parent/Teacher conferences are held twice a year in fall and early spring. An optional Parent/Teacher conference may be scheduled in May, if necessary. Open and frequent communication between home and school is welcomed and encouraged.

SECURITY

Our children's safety and the overall security of our school are among our primary concerns. The doors to our school are opened

every morning at 7:25 AM, and locked again after morning assembly and remain locked for the rest of the day. After 8:30 AM, any parents arriving at the School are asked to come to the main door, ring the bell for entry, and then come to the Office before going elsewhere in the School.

If your child is late to school, it is very important that you not simply drop your child off in the parking lot or at Barry Place, if you are a 4th or 5th grade parent. Parents are asked to come to the main door, ring the bell for entry, and then accompany their child to the Office in order to sign in late.

STANDARDIZED TESTING

Standardized reading assessments are given in K and 1st Grade in fall, winter and spring. Standardized Achievement Tests in reading and math are administered to students in Grades 2-5 in September and May. In addition, multiple interim assessments are given at all grade levels to help teachers gauge student progress and individualize instruction. Results of the testing are shared periodically with parents at Parent/Teacher conferences. Any questions about your child's testing should be directed to your child's teacher or to the Head of School.

TEXTBOOKS AND CURRICULUM MATERIALS

All textbooks and workbooks are provided for the students. Hardcover texts must be returned in good condition, without writing and/or underlining, at the end of the year, or parents are responsible for paying for them. Books are sent home daily as part of our reading program. *If these books are lost, we will have to re-order new copies and parents will be assessed a fee.* Workbooks are the property of the students and, of course, may be written in.

APPENDIX A SCHOOL BLESSING AND DAILY COMMITMENT

LUNCH BLESSING

We gather to share our meal and to express our appreciation for our good fortune:

We are thankful for the company of one another.

We are thankful for the love of our family and friends.

We are thankful for this meal we share together.

And, above all else, we are thankful for the opportunity of Waterside School.

We will honor the dream of this School with always our fullest and finest efforts.

DAILY COMMITMENT

“Today, we promise to work hard, be kind and respect learning.”

APPENDIX B

WATERSIDE SCHOOL FACULTY

Duncan Edwards III

EXECUTIVE DIRECTOR

A.B. Princeton University, M.A. Columbia University

Jody Visage

HEAD OF SCHOOL

B.A. Cornell University, M.A. Middlebury College,
M.S.W. Columbia University

Medard Thomas

ASSISTANT HEAD OF SCHOOL

B.S. Fordham University, M.S. Bank Street College of Education,
M.S. Manhattanville College

Katie Abromovitch

DIRECTOR OF TECHNOLOGY

B.A. Fairfield University, M.A. Fairfield University

Susan Armero

ART

CDA Norwalk Community College

John Buchmelter

SCIENCE

B.S. Cleveland State University

Lorenzo Colón Munroe

SCHOOL COUNSELOR/PARENT EDUCATION

B.A. St. Anselm College, M.S. Fordham University,
M.S. Divinity, Maryknoll School Theology,
M.A. Catholic University of America

LaVandra DuPree

ASSISTANT TO HEAD OF SCHOOL
FINANCIAL AID COORDINATOR

B.S. Mercy College

Sally Edwards

COMMUNICATIONS

B.A. University of Vermont

Barbara Franzino

GRADE TWO

B.S. Cornell University, M.A.T. Manhattanville College

Rezan Graf

SCIENCE

B.A. Skidmore College, M.A. Columbia University

Elise Grant

GRADE TWO

B.F.A. Emmanuel College

Sandra Harbison

DIRECTOR OF ADMISSION/
PLACEMENT

B.A. St. Joseph's College
M.S. Long Island University

Caitlyn Harrington

GRADE ONE

B.A. Villanova University
M.A.T. Manhattanville College

Jamel Keels

GRADE THREE

B.A. Sacred Heart University

Stefanie Kies

MUSIC

B.A. Sarah Lawrence College

Meg Krause

GRADE FIVE

B.A. Middlebury College, M.S. Ed. Bank Street College of Education

Pascale Langley

GRADE ONE

B.A. Manhattanville College, M.A. Manhattanville College

Emily Mitchell

KINDERGARTEN

B.A. Lafayette College, M.P.S. Manhattanville College

Juan Montanez
PHYSICAL EDUCATION
B.A. St. Michael's College
M.A.T. Manhattanville College

Carolyn Quinn
READING SPECIALIST
B.A. University of Pennsylvania, M.A. University of Pennsylvania,
M.B.A. Wharton School

Jennifer Rivera
ADMISSIONS ASSOCIATE
B.A. Boston University

Dr. Beth Sackler
SCHOOL PSYCHOLOGIST
B.A. University of Pennsylvania, M.S. University of Pennsylvania,
PhD. George Washington University

Bradley Sill
READING SPECIALIST
B.S. Fordham University
M.A. Manhattanville College

Agnes Sprouse
WATERSIDE PARENT ACADEMY
B.A. New York University, PhD. Fordham University

Melissa Tate
GRADE FOUR
B.A. Stanford University, M.S. University of Pennsylvania

Tanya A. Velez
KINDERGARTEN
B.A. University of Bridgeport

Tracy Weiss
MUSIC
B.A. Manhattanville College

APPENDIX C

WATERSIDE SCHOOL BOARD OF DIRECTORS

Konrad Kruger
Founder
Chief Financial Officer
Five Mile Capital Partners LLC

Robert Morris
Board Chair
Managing Partner
Olympus Partners

Richard Axilrod
Managing Director
Moore Capital Management, Inc.

Richard Baker
Vice Chairman
National Reality & Development Corporation

Steve Baum
Chief Investment Officer
Five Mile Capital Partners LLC

Theron Burraway
Chief Executive Officer
Marcus Evans, Inc.

Salvatore Campofranco
Luzern Associates LLC

Tobin Cobb
Co-Head North American Real Estate
Deutsche Bank

Cindy Dwyer

Volunteer
Waterside School
Trustee
Andrew K. Dwyer Foundation

Duncan Edwards

Executive Director
Waterside School

Robert Glanville

Managing Director
Pine Brook Road Partners, LLC

William Hennessey

Partner
Sandak, Hennessey & Greco, LLP

Herbert H. (Bart) McDade III

Managing Member
River Birch Capital, LLC

Merrick R. (Rick) Kleeman

Managing Director
Edgartown Capital Partners

Robert Noonan

Private Investor

Thomas O'Malley, Jr.

Managing Member
Pilot Rock Capital

Barnett D. Osman

General Partner
Lexington Partners

Mary Pedersen

Philanthropist

Jody Visage (ex-officio)

Head of School
Waterside School