

We, the administration, faculty and staff of Twin Spring Farm, welcome you and your children to our academic family for the school term.

PHILOSOPHY

The Twin Spring Farm philosophy of education is based on accepting each student at his/her level of learning and facilitating individual growth in cognitive, physical, social, emotional discovery and creative development. Our vision is to teach basic skills, provide a positive classroom atmosphere, build a strong parent-teacher communication and develop staff professional growth. Our classes and extensive, quality faculty allow for personal attention, a self paced development, extensive “hands-on” experiences in all areas and regular on-site learning through field trips to bring alive the entire curriculum. Twin Spring Farm has built an environment conducive to learning and individual child growth. The atmosphere is one of positive discipline which encompasses responsibility, organization, motivation, respect, flexibility and a positive attitude.

A strong relationship with the parents is essential to our success. We strive to communicate with parents through class newsletters, homework, conferences, utilizing parent volunteers, parent presentation in the classroom and personal contact.

Our goal in student development is to teach children to learn to use time wisely, to handle work and play independently, to develop intellectual skills in a self-paced setting according to one’s individual needs, to build a strong positive, self-image and attitude with a concern for others, to develop an enjoyable, insatiable thirst for learning and knowledge, and to develop an awareness of the world around them.

The Twin Spring Farm commitment is to develop successful students by exposing children to everything possible for absorption without any pressure. In conjunction, we provide a very fine individually - designed curriculum which enriches the overall growth of the whole child and builds a stable and secure foundation for the future.

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GENERAL INFORMATION

SCHOOL ADDRESS

Twin Spring Farm Day School/Educational Impressions
1632 East Butler Pike
Ambler, PA 19002

SCHOOL TELEPHONE - 215-646-2665

FAX - 215-646-4546

SCHOOL EMAIL - info@twinspringfarm.com

WEBSITE - www.twinspringfarm.org

SCHOOL SNOW CODE - 350

OFFICE HOURS

The office is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

The staff will be happy to help you with any concerns or questions.

Before 8:30 a.m. and after 5:00 p.m., the answering machine will direct you and record a message.

STUDENT HOURS

CLASS	CLASS HOURS	CAR (POOL) LINE ARRIVAL	CAR (POOL) LINE DISMISSAL
AM Nursery	9:15 - 12:50	8:50 - 9:15	12:50 - 1:00
Full Day Nursery	9:15 - 3:15	8:50 - 9:15	3:15 - 3:25
AM T. Kindergarten	9:15 - 1:00	8:50 - 9:15	1:00 - 1:15
Full day T. Kindergarten	9:15 - 3:30	8:50 - 9:15	3:30 - 4:00
Pre-first	8:40 - 3:30	8:30 - 8:40	3:30 - 4:00
Bus Arrivals	8:10 - 8:20		

Car (Pool) Line Dismissal - Do not arrive early or before the noted time above. Fire regulations prohibit parking or waiting vehicles along the main driveway.

Students arriving to school after their class's beginning time must be escorted to the office and signed in by a parent. The office staff will check the class schedule to determine the location of the class, and the student will be escorted to join them.

GRADE LEVELS & PLACEMENT POLICIES

Grade levels are as follows:

Nursery - 2, 3, 4 or 5 days A.M. with P.M. extensions, or 5 full days.

Transitional Kindergarten - 5 days A.M. , with 3, or 4 day P.M. classroom extensions or 5 full days.

Pre-first - 5 full days

Placement:

Each child is screened by our admission's department and placed in the very best environment suitable for his/her learning experience. Placement decisions are based on our knowledge of the class as a whole, any personality concerns, special student needs and teacher approach. All children will be placed according to maturity, educational requirements and method structure. The correct protocol for concerns of placement should be addressed with the administration. We accept no requests for teachers or for specific children to be placed together.

Class divisions may vary slightly due to the maturity swing in enrollment, which we must take into consideration. Every child will be placed by administrative observation and consideration of teacher advisement. Any vast growth changes will be observed and dealt with within the first 4 - 6 weeks of school. Twin Spring Farm specialized in individualized education. This is our key to success with each child. Your faith in and loyalty to our judgment are greatly appreciated.

Conscientiously considering a child's future schooling, Twin Spring Farm will place students according to academic, social and emotional development, along with chronological age. These factors play a major role in a child's placement when grouped with peers of equal age range. We cannot recommend children from a 4 year old Transitional Kindergarten class for First Grade who are not academically, socially, emotionally or chronologically ready. Occasionally, a parent will use Twin Spring Farm as a stepping stone to skipping a grade level or into first grade from our four year old Transitional Kindergarten. Please be aware, we are unable to do this. Your child will be recommended for the next appropriate class, because he/she will have completed a year in our program. When your child is screened at Twin Spring Farm, a recommendation will be made. If you have difficulty with our placement procedures or with the financial aspects of our program, please address the administration of Twin Spring Farm at your convenience. All school concerns should be addressed directly to teachers or administration. This should avoid the building of misinformation gathered in social groups. Administration is happy to answer all concerns.

Specialty Areas:

Music (All grade levels), Physical Education (All grade levels), Spanish (All grade levels), Computers (T. Kindergarten through Elementary), iPad lesson with computer teacher (Nursery)

ORIENTATION

Orientation day is designed for the students to become acquainted with their teachers and classmates and to become comfortable about their first day of school. It is an informational, relaxing meeting for everyone. The teachers will review materials, curriculum goals, parent expectations and procedures with the parents. Twin Spring Farm backpacks may be picked up on this day. Administration will be available to answer any questions.

Policy Reference - Addressing Teaching Staff and Parents

For professional etiquette, Twin Spring Farm addresses all parents with a courtesy title plus their last name, Example - Mr., Mrs., Miss, Dr., Ms. Parents also address teaching staff with courtesy title plus their last name.

Even though we are a united family on behalf of all the children, we feel the courtesy title maintains professionalism in education.

We ask your cooperation with this policy at all times.

SCHOOL DRESS CODE

All students are required to have a Twin Spring Farm backpack

All students participating in gym must wear appropriate clothes and sneakers for gym days

All students are required to have a school spirit day shirt.

Parents are required to label all clothing, especially sweater, sweatshirts and fleece pullovers. Sneakers a must for gym class and the playgrounds. Sneakers should have non-marking soles. No flip-flops, Crocs or "croc-like" shoes, sandals or rolling sneakers are permitted. This is a safety issue. No bandanas or scarves. Hats are not allowed to be worn in any building.

ATTENDANCE

Twin Spring Farm cannot overstate the importance of students attending school. Regular attendance is an important element of the learning process.

Arriving on time each day is important to your child's program at any level. Promptness is the beginning of a lifetime concept of responsibility. Late arrivals and early dismissals must report to the office at which time your child's attendance will be recorded. Your child will be escorted to the classroom by an office staff member.

Early Dismissal - A STUDENT MUST BE PICKED UP IN THE OFFICE PRIOR TO 3:00 P.M.

Please notify the office about your plans for your child's early dismissal. **NO LATER THAN NOON TIME.** Strict identification procedures will be followed. If you are sending someone to pick your child up for early dismissal, a written note is required. Every early dismissal is an interruption to the classroom routine.

Tardiness - Tardy arrivals must check in the office. It is very necessary for your child to arrive at school time. It is our experience that students that arrive on time start their day in a positive mode and enter the classroom relaxed and ready to go.

School Breaks/Vacation Time

Twin Spring Farm facilities will be closed at minimum the week between Christmas and New Years and the two weeks prior to Labor Day. There will be approximately eight federal holidays during our school year. Please see the school calendar for details. We encourage you to schedule vacations during these times so that the learning process is not interrupted.

FIRST DAY OF SCHOOL

The first day of school holds many anxieties for both first-time and experienced students. Understanding that a child's first impression is important, the Twin Spring Farm staff will do all it can to comfort your child, to put fears to rest and to make for a positive and fulfilling school year.

On the first day of school we cannot allow parents to take their child to the classroom. This would cause confusion, and our first day is well planned and organized to ease children into school with care, comfort and a loving approach while maintaining a feeling of security. This will enable us to do the best job in getting all students settled and in the right area.

ACADEMIC INFORMATION/CONFERENCES

Parent/Teacher Conferences and Reports

Regular conferences between parents and teachers provide an excellent opportunity to discuss many details about the child's school experience. Conferences may be requested by either the teacher or parent to share knowledge about the child and to help gain a better understanding of the child's needs and interests. Regular contact between parents will help the child see that both parents and teachers care about his/her progress and have confidence in the child. Twin Spring Farm hopes that each parent will be able to meet with his/her child's teacher at every conference. Teachers will be available for additional conferences by appointment.

There are three scheduled conferences a year (**November (Election Day), January, and May**) for **Nursery, T. Kindergarten, Pre-first**. Sign up sheets will be available in the classroom at Open House. This will give parents the opportunity to sign up well in advance to meet their schedules.

The **November** conference (all classes): is an opportunity for parents to discuss their child privately with the teachers, any concerns they may have, personal information they may want to share, and projections they may wish to make. It is an early conference and not a time when academic reports will be available. Adjustment to school will be discussed by the teacher in addition to any social and emotional development program on which you may want information.

The **January** conference (all classes): is a time for an academic/citizenship evaluation. In January teachers often see significant growth in many areas of a student development. It is a time of consideration for the following year and yet not a time when any definite, written in stone, decision can be made. More than four months of school remain and anticipated development can fall short or advance further.

The **May** conference (all classes): firms up the following years needs, and gives a second academic picture of the child's development with our philosophical goal for the whole child.

Conferences are scheduled with an adequate time period for each family. Please observe these limitations as there are families that are waiting who have taken their lunch hour, or off from work, to come to conference. Use your conference time constructively and discuss your child. If you find you need more time, please ask the teacher for another appointment to complete your conference at another time. We want you to have the time you need, but we cannot allow the conferences to extend past their scheduled time, due to other parents' time or a teacher's preparation time. Your cooperation is very much appreciated.

We do appreciate each parent attending the conference whenever possible. This avoids any misinterpretation, and an opportunity for each parent to ask his/her questions and to hear the conference as a whole. Information, related out of context can distort the picture the teacher is portraying.

Conferences are attended also by members of the administration whenever a teacher's evaluation is being prepared either for the staff member's file, a state report, an accreditation purpose or quality control. Administration also may attend a conference at the request of the teacher or parents as well as an interest in the student.

When an additional conference is called either by the parent or the teacher, all parties in touch with the student, both in school and outside, are required to attend. This would include any outside professionals the student may be seeing such as the school psychologist, guidance counselor, teachers and administration. The purpose of this gathering is to be completely inclusive of the student's experiences in all elements. After all involved listen and share together a plan can be determined to best meet the needs of the student. The process is a cooperative one and in no way should be determined as alarming. This is merely a way of finding the best answers and direction for any problems or concerns, whether remedial or advancement of a student.

We ask that when you have any questions or concerns about your child or our school, please do not bring them up at school functions where the teacher may be present as a volunteer or a parent. Make an appointment with the teacher so that those issues can be discussed at an appropriate time.

Parents should be concerned about the following areas of development during the conferences:

- Progress in the curricula area
- Effort and dependability
- Responsibility
- Relationship with other children
- Respect for the rights of others
- Citizenship

Your child's teachers would like to be informed about:

- Hobbies and interests
- Specific health problems
- Relationships with the family and any occurring changes
- Any observations by the parent that would allow the teacher to know the child better

As a parent you have an active concern in your child's education. As teachers, we want your child's education to be an enjoyable learning experience. Any concern with your child or his/her school experience should be FIRST discussed with the teacher involved, out of courtesy. If a satisfactory plan to correct the problem is not reached with the teacher, a conference with an administrator may then be scheduled. The teacher will keep the administration informed about any parent concerns.

HOMEWORK POLICY

It is not a requirement of TSF that “homework” be assigned to students. We do have these guidelines for parents on “how to extend the learning” at home.

Nursery, Transitional Kindergarten, and Pre-First parents should read to their children every night. Prepare a Show and Tell object according to the topic set by classroom teacher. Parents should talk to their child about their day at school, look through the folder and ask questions. Transitional Kindergarten students will have a reading log to be completed at home.

Show and Tell

Show and Tell is a weekly event for our Nursery through Pre-first classes. The children will be advised by their teacher as to the appropriate subject matter. Toys, play guns and violent objects are not permitted. Show and Tell is considered homework as a part of developing responsibility.

SUPPORTIVE SERVICES

Students can be referred to MCIU for developmental screenings. When applicable, Twin Spring Farm will offer assistance in scheduling pre-determined supportive services throughout the school year. Students that receive support services will be able to receive services during their school day. Pre-first students are also offered screening for hearing and vision through the local school district nursing department.

Team Tutor (in house tutoring firm) is available to work with students in the T. Kindergarten and Pre-first for reading and/or math support. This will be at an additional cost to parents.

SCHOOL PROGRAMS

Music Programs

Twin Spring Farm has two music programs each school year, a Holiday Program in December and a Spring program in May. You will be notified in advance of your child’s program date. Programs are scheduled according to classrooms and department.

We encourage you to keep these days as a special time for your child and family. Going home early, out to lunch or going for ice cream will give these days a special touch. If you need your child to remain at school, advance arrangements must be made through the office. During the school year various days and evening activities will be planned. We invite and encourage your attendance and support of these events. Notification will be sent home giving you dates and details of each event prior to the activity. Your school calendar, TSF website and social media will indicate these events as they come along. Please check book bags daily for information.

Twin Spring Farm Charity Fundraisers

The CHARITY and ACTIVITY fundraisers are designed throughout the year to help needy children or adults. There will be special food and clothing drives as well as money being raised for hospitals, heart and lung associations, etc. This affords the student a living perspective to individuals who are in need or less fortunate.

Extra Curricular Activities

Assemblies - Twin Spring Farm offers various learning opportunities including large and small group gatherings. The students will be an audience to volunteers from hospitals, libraries or the SPCA. Guest speakers are hired to address students on various topics ranging from educational, to safety, to entertainment and more. Parents, with professional skills/talents/hobbies that would be able to arrange an assembly for the students in the classroom are encouraged to do so.

Class Trips - Periodically during the school year, Twin Spring Farm children go on class trips. For the most part you will be notified in advance when one will occur. The children are transported on our Twin Spring Farm school bus. The T. Kindergarten and Pre-First students wear "pinnies." These trips add a very special dimension to the curriculum. Teachers may request parent chaperones when the trip requires additional support. A nurse bag is taken along on all trips packed with necessary medical items, as well as items relevant for students with special needs. Appropriate clearances MUST to be on file to volunteer to be a chaperone.

Student Photographs

In the fall, each student is given the opportunity to have a school photograph taken. Information will be sent home with each child prior to the assigned date. Every child will be in the class picture, only those children who return the completed forms will have individual pictures taken.

Interim Programs

During school breaks/vacations and at certain times of the year, Twin Spring Farm provides camp programs for your children at an optional cost. Information for the interim camp programs may be obtained at the office.

DAWNERS AND SUNDOWNERS ACTIVITIES

See current tuition schedule for all fees.

DAWNERS CLUB - 7:00 - 8:40 a.m.

The doors open at 7:00 a.m. for children arriving early. After Dawners, they will be taken to their classrooms by their teachers. Those children who have pre-registered have had the costs included in their monthly bills. Anyone attending on an occasional basis will be billed monthly. Children must be escorted to Dawners Club by parents. Parents may drive their cars to the Physical Education Building and walk their children to the gym and sign them in.

Extended Day:

A.M. Nursery - Space is very limited, so preregistration for any Nursery extended day is a MUST. Due to this limited availability, Nursery children will be accepted only if numbers permit.

A.M. T. Kindergarten - T. Kindergarten children can always be readily accommodated in this program.

Nursery P.M. PALS - 1:00 - 3:30 p.m. - Arrangements should be made through the office.

SUNDOWNERS CLUB - 3:30 - 5:45 p.m.

Twin Spring Farm provides clubs for those children who require a later than normal departure time. Children will be assigned to a play area. All children will leave their belongings near their assigned playground area until they move to the P.E. Building.

Sundowner Pick-up will be on a designated playground (weather permitting) for each level. Inclement weather pick-up would be in the P.E. Building after 4:00. Children will only be released to those individuals who are designated by the parents and whose names are listed in the office. The driver will be asked to produce a driver's license which will be photocopied for security purpose. Tardy pick up (after 6:00 p.m. in the lobby) has an additional charge of \$1.00 per minute, per child.

After School Clubs

Club activities are available to age-appropriate students following school dismissal. Some examples of after school clubs: Engineering, Soccer, Chess, Science, and Art. These programs occur between 3:35-4:30 p.m. Your child will be able to take advantage of his/her special interest here at school.

Drop-off and Pick-up from the P.E. Building

The driveway from the office to the P.E. Building is NARROW. Therefore, we insist upon and enforce a speed limit of 1 1/2 mph along this portion of the property and in the P.E. Building's driveway, as well. There are neighbors living beyond this driveway who travel this area, too. Please drive slowly, especially as you exit the P.E. Building driveway area, to avoid impacting a neighbor from the left, a neighbor traveling home, or another TSF parent traveling to the P.E. Building. There have been numerous "near misses" with parents rushing from Dawners and Sundowners and encountering other incoming vehicles at this juncture. We cannot emphasize caution enough in this area.

Upon entering the P.E. Building Driveway, please keep to the right, proceed around the center landscaped island, and pull into a parking place before escorting your child to the P.E. Building. PLEASE DO NOT PULL YOUR VEHICLE INTO THE OPEN WALKWAY AREA BY THE BRIDGE. Also, please do not leave siblings unattended and/or an empty car running.

TRANSPORTATION

Changes in Dismissal

If a student is going home with a friend, a note is required by the parent of the child going to visit, and by the parent expecting a child to visit. **If a student is being picked up by someone other than the regular driver, a detailed note of the changes must be sent in with your child that day or call the office in case of an emergency.** This insures your child's safety and helps us carry out our responsibilities. IF NO NOTE IS RECEIVED, THE CHILD WILL BE PUT ON THE BUS AND SENT HOME BY HIS/HER REGULAR MODE OF TRANSPORTATION. A CHILD TRANSPORTED BY CAR WILL BE KEPT AND PARENT CALLED IF NO NOTE HAS BEEN RECEIVED.

Carline

Children, not transported by bus, to be dropped off and picked up in the designated carline area. Staff members will help with your child's arrival and will also supervise your child's departure. Please place car seat behind driver. We ask that you comply with the following procedures to expedite arrival and dismissal. Thank you for your cooperation with our procedures. **Please read your Carline Procedure Sheet carefully.**

Pre-First Drop Off: 8:30 a.m. - 8:40 a.m. Please follow traffic pattern indicated. You may be sharing the drop off area with school buses. Please remain in single file, do not pass buses unloading students, and do not park in the drop off area. T. Kindergarten and Nursery siblings may be dropped off with their Pre-first siblings in the Pre-First drop off area during that designated time.

T. Kindergarten and Nursery Drop Off: 8:50 a.m. - 9:15 a.m. Please follow traffic pattern indicated, and wait for a faculty member to assist your child getting out of the car. **NOTE:** We request that faculty members remove students from the driver's side of the vehicle **ONLY**. If your child is unable to be removed or helped into the car from the driver's side, the driver will be asked to place the car in PARK and STOP the engine before a faculty member will cross in front of a vehicle to help a student exiting from the passenger side of the vehicle. Students arriving later than 9:15 a.m. will need to be signed in at the office.

Infant/Toddler siblings will not be permitted to be dropped off with older Day School siblings. Infant/Toddler parents should follow the procedures put in place for the Infant/Toddler Division.

Carline Dismissal Times:

AM Nursery - dismissal is 12:50 p.m. - 1:00 p.m.

AM T. Kindergarten - dismissal is 1:00 p.m. - 1:15 p.m.

Full Day Nursery - dismissal is 3:15 p.m. - 3:25 p.m.

All other students have a Dismissal Window from 3:30 p.m. until 4:00 p.m.

PLEASE DO NOT ARRIVE BEFORE THESE TIMES, thereby, adding congestion to the driveway for the neighbors, staff and deliveries. Fire regulations prohibit parking or waiting vehicles along the main driveway.

All vehicles please follow T. Kindergarten and Nursery drop off traffic pattern. Further information pertaining to your child's dismissal procedures is included in your Open House packet.

Carline Procedures:

- ❖ **OBSERVE** the 5 mph speed limit the entire length of the drive from Butler Pike to the school. STOP at the CAR LINE Stop sign at the blue line. This will allow the buses to enter and exit without difficulty. **(1 1/2 mph is required and will be enforced from the office driveway to the P.E. Building)**
- ❖ **WAIT** until directed to turn left into the car line horseshoe driveway. Continue in car line horseshoe until reaching the designated drop off and pick up area. Keep your visor name sign down and visible until your child enters the car. This will allow the teachers loading cars to identify who goes in car from the loading area.
- ❖ **WAIT** for signaled directions to exit car line circle and grounds.
- ❖ **DO NOT** drive into the blacktop area that is designed for buses.

Please observe the following to expedite carline:

ARRIVAL AT SCHOOL:

- ◆ **STOP YOUR CAR** with the door adjacent to one of the colored rectangles from which your child will be entering or exiting. Cardboard sign should be placed on the driver's side dashboard.

DEPARTURE FROM SCHOOL:

- ◆ **PLACE** cardboard sign, with the names of the children to be picked up written in wide-point magic marker, on the visor or in the dashboard on the driver's side.
- ◆ **WAIT** until directed to turn left into the car line horseshoe driveway. Continue in car line horseshoe until reaching the designated drop off and pick up area.
- ◆ **WAIT** for signaled directions to exit car line circle and grounds.
- ◆ **BE WATCHFUL** of buses arriving and departing the car line area and school grounds.
- ◆ **DO NOT** drive onto the blacktop area beyond the yellow lines. This is due to buses parking and children walking in this area.
- ◆ **STOP** and turn off the car at one of the colored rectangles. Your child will be with a teacher ready to be loaded into your car. Parent is to remain in the car. Teacher will place the child in the seat behind the driver, turn on car and then pull straight up to the next section of the driveway to buckle them in.

By law, teachers are not permitted to place a child in a car without a proper car seat according to the rules and regulations of PennDot. Emergency Booster are available in the office.

Busing Transportation through Act 372

Those children who attain the age of 5 (per requirements of their school district each year) will receive transportation through their township school district. However, they must be within 10 miles of Twin Spring Farm to the closest border of their township. Please contact your township school district for information and arrangements. Sometimes these arrangements are not satisfactory or suitable for a young child (length of bus ride). This decision is yours.

The registration forms for Public School Bus Service to Twin Spring Farm Day School have been forwarded to your township transportation office for processing. Registration for this service is required by May 31st each year. Any bus information can be obtained at your district's transportation office. The school districts do not distribute this information to private schools. Always notify bus drivers when your child does not need to be picked up. **It is your responsibility.** Your child may arrive home earlier if your school district transportation department does not have any other schools to transport on any given day. This may also occur before a holiday.

Conduct of Bus Students

Polite behavior, which respects the rights of other students, is the expected behavior for all students waiting for a bus, riding a bus, or leaving the bus loading and unloading area. Students are expected to follow these rules and those posted on the bus.

- Students will talk in normal tones, avoiding unusually loud conversations.
- Students will remain seated in the seat of their choice or an assigned seat while the bus is in motion. When loading the bus, students will move to their seat and remain there until time to depart.
- The students will conduct themselves similar to classroom behavior except that they may visit with those near them on the bus.
- The students will conduct themselves in a safe and orderly manner.
- Students will receive written notification from the school district for the display of inappropriate behavior.

SNOW POLICY

Twin Spring Farm tries to remain open on snow days unless an extreme emergency arises. Twin Spring Farm Day School's "snow code number" is 350. If Twin Spring Farm is open, it is at the parent's discretion to transport your child to school. It is a teacher's decision whether they come in or leave early when the weather is inclement and the road conditions are hazardous. Therefore, we do not operate with a full staff and classes must be combined for full faculty coverage. It is best for you to listen to media outlets to be aware of weather conditions and expectations each evening and morning.

If we do find it necessary to close our facility you will receive a message via the "One Call" system and a message will be left on our voicemail and social media outlets. Remember, we do not have the knowledge of, or access to, the various public school decisions and road conditions. The exception to our remaining open when weather is inclement is if all or the majority of the surrounding school districts are closed (Upper Dublin, Wissahickon, Abington, Hatboro-Horsham, Springfield).

Inclement Weather Information

On occasion buses may pick up your child for arrival at school and be radioed from their transportation office to turn back and return students home. Thus, they never reach Twin Spring Farm. Each parent of a child who is bused **IS REQUIRED** to fill out a contingency form so that Twin Spring Farm knows what action should be taken for your child if buses arrive early at TSF for dismissal due to inclement weather conditions. These forms must be filed in the office, or the child will be put on the bus when it arrives. It is **not** advisable to transport your child to school if a number of the adjoining township schools are closed. The districts snow closing numbers are as follows:

Abington	301	Methacton	316
Centennial	753	North Penn	303
Central Bucks	755	Norristown	304
Cheltenham	306	Penn Ridge	757
Colonial	305	Springfield	319
Council Rock	756	Twin Spring Farm	350
Germantown Academy	353	Upper Dublin	311
Gwynedd Valley	334	Upper Moreland	301
Hatboro-Horsham	313	Wissahickon	314

SCHOOL SAFETY

The staff at Twin Spring Farm works together to make safety a part of school life every day. Safety is stressed in the classroom, on the playground, in the gym., etc., from the start of every day. Accidents of any kind will be reported to the office. Cameras are located in all of the classrooms and around the property. These cameras are monitored in the office. All Visitors must report to the office to obtain a visitor's pass to obtain access to the buildings. Outside classroom doors are locked while the children are in the classrooms.

Fire Drills

Directions for fire drills are posted in each room. The students are instructed as to what is expected of them. Drills will be held during the school year. When the alarm sounds, everyone is to leave the building and proceed to designated fire drill meeting areas. Fire drills are an emergency precaution. However, we expect each child to follow the procedures carefully and completely.

MEDICAL CONCERNS

Medical forms for each child are a state law and are to be filled out and returned to the office.

Injuries

Twin Spring Farm may provide first aid for minor injuries acquired on the grounds. The parent or person designated on the medical form will be contacted to pick up a child when an injury requires medical attention. If the injury is of a serious nature, an ambulance will be summoned and parents will be called immediately. Parents will be called to meet at Twin Spring Farm or administration will accompany the student to the hospital (Abington) for medical attention and service. Parental release for this is on the medical form.

Illness

Any child who is ill will be sent to the nurse/office. It will be determined at that time whether further action is required. If there is persistent nausea or vomiting, elevated temperature or suspected communicable disease, the parents will be called for pick up. The office should be notified about any communicable illness which could effect the school population. **We also require that a student who has had a fever be kept out of school until normal temperature has been maintained for 24 hours without the aid of medication. A student must be vomit and/or diarrhea free for 24 hours without the aid of medication be be able to return to school.**

It is not advisable to send a child to school who isn't feeling well even if he/she WANTS to come to school. We ask you to listen to this request on behalf of the other children and faculty.

Students not well enough to be in class will be sent to the Infirmary for parent pick-up.

Administration of Medication

Medicine which is sent to school for a child will be administered only at the following instances:

1. The medicine has been prescribed by a physician and is accompanied by precise instructions of dosage.
2. The child has a long term chronic illness for which education is necessary for the child to remain in school, for example an illness such as an allergy. Allergy attendance is acceptable when free from infection.
3. The child has a acute temporary condition where a prescribed regimen of a drug has not been completed, but the child is well enough to be in school. For example, a dosage of an antibiotic is required during school hours.

All medicines must be accompanied by written permission and instructions for the administration/nurse signed by both doctor and parent. Staff members will refer all requests for administration of medication to the nurse. Written permission will be filed with the child's health record. All medication, prescriptions and over the counter drug (cough drops/lollipops, etc.) must be brought to the office by the parents, not the children. **DO NOT SEND MEDICATIONS WITH YOUR CHILD ON THE BUS, IN YOUR CHILD'S LUNCH BOX OR IN A BACKPACK. ONLY PARENTS AND SCHOOL STAFF ARE TO HANDLE MEDICATION. MEDICAL FORMS WILL BE AVAILABLE ON-LINE FROM OUR SCHOOL WEBSITE.**

PARENT/TEACHER COMMUNICATION

Telephone calls to Teachers

Your child's teachers will be happy to return your call if you need to speak with them. Please leave a message with the office staff. The teacher's first commitment is to the children in his/her care and will return your call at his/her earliest convenience.

Messages or Fees delivered by Student

Children often act as a liaison between home and school. Written messages or fees should be placed in an envelope and marked with the child's name and teacher's name. The Nursery through Pre-First children will have a communication folder to go back and forth in the back pack. The teacher/assistant will remove the note and see to it that it is appropriately handled.

Email Messages

Emails to teachers may be sent to their specific school email or to info@twinspringfarm.com. Time sensitive information must be called into the office and not emailed. Examples, change in transportation, how the child is feeling that day etc.

LUNCH

All students eat lunch in their classrooms and are responsible for their own lunch. Parents are urged to help their children choose a well-balanced and nutritious lunch with portions of appropriate size. There will be times when lunch will be served at school as part of the curriculum. Students will be organized to supply their part of the class lunch project. The classroom teacher will notify you in advance of these days.

SNACKS

Our classes have a daily snack time. Nursery through Pre-first parents will be asked to provide a snack for the class as assigned by the teacher on the snack calendar. We encourage you to stay away from "junk foods." (A list of nutritional snacks is included). You will need to provide the snack and a drink. Water bottles or small individual low sugar juice boxes are preferred. The children look forward to this as their special day. It gives them the opportunity to be "helper of the day" and it is also their time to serve and tell about their choice of snack or to share in its preparation. You will receive a monthly snack calendar. Therefore, we depend on you to remember your scheduled date.

***CHILDREN WITH FOOD ALLERGIES ARE REQUIRED TO PROVIDE THEIR OWN DAILY SNACKS AS A SAFETY PRECAUTION.** When a child has a special allergy to any food, parent must send daily snack. Parents can send in individualized pre-sealed snacks to be stored in a clear plastic shoebox container (with lid). This container would remain in the room. Cupcakes or a special birthday treats specifically for the child with the allergy can be sent in by their parent. These items may be kept in the freezer and labels with the child's name.

A universal grace/blessing will be said prior to each meal.

VOLUNTEER AND VISITING POLICY

Volunteers

Due to the laws and regulations, any parent wishing to volunteer in the classroom now needs to have clearances on file with the office. Parents are able to download the necessary paperwork from our website and submit application through proper agencies to obtain clearances. The school will keep these clearances on file in the office and will provide each classroom teacher with a list of the parents who meet the requirements to be a volunteer. Chaperoning trips, cooking, helping with class parties, coming in to celebrate birthdays are examples of events that parent volunteer will need to have clearances on file.

No one may enter any part of the school without a guest tag. Visitors must check in at the office, receive a name tag with proper information including the visitor's name, date and time of visit. The office will call your classroom to let the teacher know that a visitor coming to the classroom.

Visiting Policy

Arrival and dismissal time visitations are strongly discouraged. The teachers are very occupied with the children, their belongings, and getting them to their designated locations for departure from school. This is a very crucial time, and we are sure that you can understand this.

Parents are not permitted to deliver their child (or a forgotten item) to his/her classroom without first signing in at the office and receiving the proper pass. It is not a parent or guest privilege to enter the school for any reason without signing in at the office and obtaining an ID security tag to wear.

Parents will be asked throughout the year to participate in classroom functions when it is age and activity appropriate. The teachers will contact the parents by note or phone if she needs your assistance. Please inform your child's teacher if you can offer time to your child and his/her classmates. Some teachers will have a sign-up sheet with volunteer days and times for parents on Orientation Day so that parents can choose a time of availability to assist in the classroom. Parents are asked to inform the teacher if their profession will enable them to provide the class with an educational experience which could be planned as an extra curricular activity or field trip.

Parents should park in the designated areas in the school driveway and proceed immediately to the office. All other visitors and adults are welcome to visit the school by appointment. Please contact the office to make arrangements and report to the office immediately upon your arrival.

Birthdays

All children love to share their birthdays with their classmates. Please schedule this time with the classroom teacher in advance, according to your child's wishes. We encourage parents to participate in their child's birthday celebration on his/her special day. Clearances needed to attend birthday parties at school. Birthday treats or favors are at your discretion.

It is customary for each child to present a book to the classroom library on his/her birthday. The book will be brought to the school and read to the group at circle time by a parent, relative or by the teacher if they cannot attend. A book plate containing the child's name and birth date will be placed in the book. Singing "Happy Birthday" and sharing the birthday snack will complete the occasion. Classroom birthday celebrations should not be scheduled on the day of a Holiday/ Spring program. Invitations to private parties should not be distributed at school unless all of the children in the class are invited. We would like those children, who wish to do so, with August birthdays to be celebrate in September, June birthdays to be celebrated during April, and July birthdays to be celebrated during May. This will keep us from celebrating all summer birthdays in May and will give each child a special day of his/her own.

SCHOOL WEBSITE AND SOCIAL MEDIA

Twin Spring Farm Day School has a website which provides parents information about the various level school programs, school forms, school calendar, home and school events, and other information. Twin Spring Farm Day School has a Facebook and Instagram. We highly encourage parents to become familiar with the website and our social media. Regularly updates and photographs/videos can be found on these pages.

Social Networking Policy

Twin Spring Farm understands that social networking is an important part of everyone's daily life. However, it can also be damaging when used improperly or as a means of communication outside the company's standard communication procedures. Therefore, it is the policy of this company that the use of social networking with parents, clients, students, or campers while teachers/faculty/staff are employed by Twin Spring Farm is strictly forbidden and should never be engaged in.

Requests from parents, students or campers to staff to engage or connect via social networking sites should be declined and not accepted. The social networking sites would include any and all social media applications, such as "FaceBook," "Instagram," "LinkedIn," "Pinterest," "SnapChat," "Twitter," or any of the like.

Digital Media Policy

It is the opinion and policy of Twin Spring Farm that all digital media, regardless of its original source, when used during activities, directed, sponsored, or scheduled by Twin Spring Farm is proprietary and owned by the company. Publishing of any kind, including, but not limited to, sharing, archiving, transmitting, or broadcasting proprietary digital media on any Social Networking site, websites, text messages, or email content without the written consent of the administration is forbidden. Examples of digital media include, but are not limited to: photographs, videos, and sound bits

Inappropriate Use of Material or Social Networking

The inappropriate use of material or Social Networking of any kind is strictly forbidden by Twin Spring Farm. Inappropriate use is considered any use of media that may be harmful to Twin Spring Farm Day Camp and School or another person, property or reputation. The consequences for inappropriate use of material will be at the discretion of Administration.

HOME & SCHOOL ASSOCIATION

The Association provides an opportunity for parents to work together as a social group while becoming part of their children's school experience and bringing together home and school. These opportunities form the crucial triangle of parent, student and teacher which is vital to successful schooling and student progress. Statistical information proves that children whose parents participate in their school program add beyond measure to their child's success. Fund raisers are a part of the parents' monthly contribution to the organization.

HOME AND SCHOOL ASSOCIATION FUNDRAISERS

The Home and School Association fundraisers help enhance the school program. Home and School provides Twin Spring Farm with technology (computers and iPads), special assemblies, and many additional items that compliment our school programs. These fundraisers will not be a burden to any parent, as the items for sale are items that you would ordinarily purchase elsewhere. By directing these funds to the school instead of local businesses, Twin Spring Farm will be able to meet parents' needs and continue to hold down tuitions. The fundraisers, include the Box Tops for Education, Wrapping paper sale, Magnet Art project, Host Family/New Family Social Gathering, Valentine's Day Dance, Spring Fair, Grandparents' Day, Santa Holiday Secret Shop, Pizza Sale and Color Day Picnic are but a few of these exciting events and activities. Specific fundraisers and events may vary year to year.

Without parent volunteers, the Home and School Association would not be a success. We raise money for socials, fairs, and assemblies and for other activities for the children. Last year the Home and School donated towards new computers for the computer lab and classrooms. Many of the events throughout the year include all students including the Toddler Division of Twin Spring Farm School. Therefore, we have noted which events the Toddler Families will be able to join. You will see **Toddler, Nursery, Transitional Kindergarten and Pre-First** which will indicate the events the children and their families are encouraged to participate.

Getting involved is a great way to meet new people and interact with your children and the teachers they love! **We ask that each family volunteer for at least one activity.**

Twin Spring Farm Rewards Programs

e-Scrip

Toddler, Nursery, Transitional Kindergarten and Pre-First

Obtain a GIANT BONUSCARD and Shop as usual and be sure to use your bonus card at checkout to accrue points for TSF. Cards only need to be registered for the program once, but if you are unsure if your card has been previously registered, please provide your card number to TSFDS office for verification. Go to Home and School Page for details

Office Depot – Give Back to Schools Program

Toddler, Nursery, Transitional Kindergarten and Pre-First

Every time schools, teachers, students, parents and school supporters give a school's Give Back to Schools Program ID number when buying school and office supplies at Office Depot or OfficeMax, that school will be credited 5% of the qualifying purchases to use for free supplies. Go to Home and School Page for details.

General Mill Box Top for Education Program

Toddler, Nursery, Transitional Kindergarten and Pre-First

By collecting these labels from your favorite General Mills products (various cereals, popcorn, cake mixes, etc) Twin Spring Farm receives money which goes toward the purchase of new computers. The Home and School Association receives \$.10 for each label. ***Monthly sheets will be sent home with your child. Simply cut out the label from the box and attach them to your child's form. Return the form to your child's teacher, or stop by the office and place it in the containers on the counter. Don't forget to ask loved ones to save their box tops for you!***

FALL ACTIVITIES AND FUNDRAISERS

Back-to-School Picnic

Toddler, Nursery, Transitional Kindergarten and Pre-First

Please join us for our Back-to-School picnic on first Saturday after school begins from 11am-1pm. Home and School will cook up hamburgers and hot dogs, and will provide drinks. We are asking each family to bring a side dish or dessert to share. Please make sure you bring blankets and/or chairs as seating will be limited. ***The only help we will need is to spread the word! We would love to see lots of new and returning families enjoy this day together!***

Scarecrow Row

Toddler, Nursery, Transitional Kindergarten and Pre-First

Scarecrow Row is displayed around Halloween Festivities. Several parents are needed to help the students design a classroom scarecrow. Be creative, let your talents shine.

Fall or Halloween Festival

Toddler, Nursery, Transitional Kindergarten and Pre-First

Fall Festival – will be a weekend event and the Halloween Festival will be an evening event. The events are alternated from year to year

Let's harvest some fun!!! Treats, games, hayrides, music and more...

We need volunteers to help set up and decorate for this event. We need help running the games, and serving the food as well as cleaning up when the fun is over. We need about 10 volunteers for set up, 20 for the day of the event, and 10 to clean up. This is a fun activity to help with and its fun for the whole family! If you are interested in being the chair of this event and/or helping out, please sign up!

Bounce-U Night

Toddler, Nursery, Transitional Kindergarten and Pre-First

Bounce, eat pizza, and spend time with Twin Spring Farm families! ***We are looking for someone to set up 2 Bounce U nights for the school year.***

Mixed Bag Designs:

Toddler, Nursery, Transitional Kindergarten and Pre-First

You will receive a catalog of "eco fabulous reusable bags." This is our first green fundraiser! We are asking each family to help us sell these bags to family and friends. They are bold, adorable and affordable! Each bag is a high-quality, durable reusable bag. They can hold up to 60 pounds!

We need help inputting the orders and delivering the bags to the classrooms. This will only take a few hours during the next couple of weeks. If you are interested in helping with this event, please fill out the attached form

WINTER ACTIVITIES

Holiday Shop

Nursery, Transitional Kindergarten and Pre-First

The Home and School Association runs the holiday shop. Each child will have the opportunity to purchase gifts for family and loved ones. Forms will be sent home a week before the shop so that you may select whom the child should shop for and how much you would like to spend. **! And a lot of volunteers. Please don't forget to sign up!!!**

Book Fair

Toddler, Nursery, Transitional Kindergarten and Pre-First

This is a fun fundraiser! Your child can purchase books during the day hours as they shop with the friends. Come join your children's friends and their favorite teachers for a night of stories. Don't forget your PJs! Doughnuts with Dad the following morning for last minute shoppers. Portions of all sales from this event are donated back to the Home and School Association. **We are looking for someone to set up and organize day time sales for students, book night followed by doughnuts with dad the next morning**

Magnet Art

Toddler, Nursery, Transitional Kindergarten and Pre-First

Your children will create a piece of original artwork in their classroom. The artwork is then created into a magnet that you can order. You will also have the opportunity to order t-shirts, mugs, pillowcases, notebooks, etc with their original art work! **We will need someone to chair this fundraiser. We will also need help sorting orders. A file has already been put together to help you run this smoothly.**

Valentine's Dance

Toddler, Nursery, Transitional Kindergarten and Pre-First

DJ, dancing, food for all, and a cash bar for mom and dad! This event is tons of fun. It is held at a local country club. Don't forget your dancing shoes!!! **We are looking for someone who is interested in setting this up. Please sign up if you can help us out!**

SPRING ACTIVITIES

Grandparents' Day

Nursery, Transitional Kindergarten and Pre-First

An amazing day to honor our grandparents or special friends. The children invite a grandparent/ special friend to school for a few hours of music, treats and crafts. This day is a favorite! **We need lots of help setting up, baking treats, helping with crafts and clean up. We need a chairperson for this event! We are here to help you, and each activity has a large, complete file to help guide you in chairing this event.**

Spring Fair

Toddler, Nursery, Transitional Kindergarten and Pre-First

This day is awesome! Games, inflatables, prizes, face painting, balloons, food and fun for everyone! **We need a chairperson for this awesome event! We also need a ton of volunteers to set up, work the event, sell raffle tickets, grilling, etc. Don't forget to sign up!**

Color Day/ School Picnic

Nursery, Transitional Kindergarten and Pre-First

This is a day of Olympic games for the whole school. The children really enjoy this day! The Home and School Association serves a "picnic" lunch of hot dogs, juice, and dessert. The children compete in events. This fun filled day is held on the last Friday of the school year. **This is the easiest event to chair! We need volunteers throughout the day! Don't forget to sign up!!!**

Teachers/ Staff Luncheon

Toddler, Nursery, Transitional Kindergarten and Pre-First

What a great way to celebrate a great year! We honor our terrific teachers and our sensational staff each year with a luncheon in the gym. ***We ask the parents to donate salads and treats and whatever foods fit into the theme. We will need volunteers to help set up, serve and clean up this event.***

Being a Room Parent – Responsibilities

Toddler, Nursery, Transitional Kindergarten and Pre-First

Without the dedication and effort of parents like you, many of the events that make Twin Spring Farm Day School a wonderful environment for our children would not be possible. This brief guide is intended to give you a quick orientation regarding what to expect, and the wisdom of other room parents who have served before you. It is simply a guide; you will work with your classroom teacher to see what works best for you.

Being a room parent is a great way to become involved with your child's classroom, teacher and school. It isn't intended to be a burden, and you don't have to shoulder all the responsibility yourself.

The most important part of being a room parent is good communication with your teacher and other parents in the room. In recent years, room parents have relied extensively on the use of email correspondence to communicate with their classroom parents. In this guide, there is a form you may want to use to collect email addresses, and other ways to connect with your classroom parents.

Two important things to keep in mind:

1. Communicate with your teacher. Teachers will vary in their expectations/ use of parent volunteers, and it is important to have a good understanding right at the beginning.
2. Involve other parents! Send out a letter introducing yourself to the other parents in the classroom. Let them know that you will be asking for volunteers throughout the the school year. *(It isn't your responsibility as room parent to cover every single event, but rather to communicate volunteer opportunities to the parents in your classroom. We like to find a way to get almost everyone to participate, in some capacity.)*

Classroom Activities

The most exciting part of being a room parent is assisting the teacher in classroom activities.

1. **Class Parties:** Room parents are usually involved in the planning and execution of classroom parties, although your involvement will vary by teacher preference. You should involve different parents throughout the year. You should not attend every party. Your classroom teacher will let you know the themes and dates of planned parties, and what they expect from you. Typically, most classrooms have Halloween/Fall party, Thanksgiving celebration, holiday party after the winter show, Valentine's Day, St. Patrick's Day, and an End of the Year party. There may be others, at the discretion of the teacher. Also, individual teachers will decide the time and date of the party and how long they want to devote to the party, and if they want you to plan and run the entire thing, or just send in snacks, etc... As the room parent, you are not required to attend every single class party. However, if the teacher requests this, you do need to arrange for parents to be in the room during the party.

2. **Field Trips:** All classes have field trips throughout the year, however the number of parent involvement may be limited. The teacher will let you know how many parents are needed for each trip. As room parent, you are not required to go on every trip, nor should you go on every trip. However, if the teacher requests this, you do need to arrange for parents to attend the field trip. The teacher will let you know dates and times prior to each trip.
3. **Other:** Some teachers might ask for volunteers to work with students in the classroom. The teacher may ask for the room teacher to find volunteers to work a couple of hours during the school day; others might have tasks that that parent volunteers can do at home. Either way, communication with the teacher and your classroom parents is very important!

Communication

One of the most important responsibilities and function of a room parent is to help with communication regarding school and classroom events with other parents in the classroom.

1. Please plan on attending the Home and School Association meetings throughout the year.
2. If you are unable to attend, please ask another parent from your classroom to attend as your representative.

Teacher Recognition/ Gifts

While this is not a required aspect of being a room parent, often room parents help coordinate group gifts for a teacher(s) during the holiday and end of the year. If you are interested in doing this, many parents appreciate the opportunity to donate to a group gift. It is always appropriate to stress that giving is completely optional, and that any amount would be appreciated.