

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.

History

TWIN SPRING FARM DAY CAMP was founded in 1945 & TWIN SPRING FARM DAY SCHOOL was founded in 1953 by Mr. and Mrs. Richard N. Hood. The organization is in operation 12 months a year, for 10 months a fine and reputable school and 2 months an excellent and superior day camp. Mrs. Hood still plays an active part in the organization they established, and have been joined by a second generation.

The Hood Family ownership and involvement, and their long history, produces two significant factors affecting the overall environment of Twin Spring Farm Day School. First, there truly exists a family atmosphere throughout the school. This atmosphere is sensed by our students, their parents, and by the staff. The family atmosphere helps to accomplish our goal of making Twin Spring Farm Day School the most enjoyable Day School in which to work. Second, our long and successful history has provided us with a base necessary to evaluate all aspects of our curriculum, scheduling, and the overall physical facility.

Twin Spring Farm welcomes all those individuals who join as staff members for this school year. We trust that you will enjoy the “family atmosphere” surrounding Twin Spring Farm as you become a member of our unique organization.

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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.com

SCHOOL SNOW CODE - 350

OFFICE HOURS

The office is open Monday through Friday from 7:30 a.m. to 5:30 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	CARLINE ARRIVAL	CARLINE DISMISSAL
AM Nursery	9:10 - 1:00	8:50 - 9:10	1:00 - 1:15
Full Day Nursery	9:10 - 3:30	8:50 - 9:10	3:30 - 4:00
AM T. Kindergarten	9:10 - 1:00	8:50 - 9:10	1:00 - 1:15
Full day T. Kindergarten	9:10 - 3:30	8:50 - 9:10	3:30 - 4:00
Pre-first	8:40 - 3:30	8:30 - 8:40	3:30 - 4:00
Bus Arrivals	8:10 - 8:20		

Carline Dismissal - Do not arrive early or before the noted time above. Fire regulations prohibit parking or waiting vehicles along the main driveway.

Late Arrival - Students arriving later than their designated class time should report to the Office. A staff person will record your child's arrival in the Office. The Office personnel will escort your child to the classroom.

Early Dismissal - Student must be picked up prior to 3:00 p.m. Every early dismissal is an interruption to the classroom routine. 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. Park in the visitor parking area and call the office at 215-646-2665. A staff member will escort your child to the car.

GRADE LEVELS & PLACEMENT POLICIES

Grade levels are as follows:

Nursery - 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), Technology (T. Kindergarten through Pre-First)

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. 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.

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.

SCHOOL DRESS CODE

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. No flip-flops, Crocs or "croc-like" shoes, sandals or rolling sneakers are permitted. This is a safety issue. Hats should not 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. Office personnel will record your child's attendance and escort your child to the classroom. Parents are requested to contact the office when their child will be absent. If calling the office, please leave a message with your child's name, date of absence, and reason for absence. Administration or the Nursing Staff may follow-up with parents to confirm reason for absence and/or illness. Please be advised that a doctor's note may be required for an extended illness or communicable disease.

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.

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, 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. During this conference, you will review your original enrollment agreement for any changes. A Child Service Report (CSR) will be reviewed during this conference. This applies to the Nursery and Transitional Kindergarten classes.

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 and Pre-first 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.

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. Many families take this opportunity to continue the celebration after the program. However, we can make accommodations for your child to remain at school after the program to complete their regularly scheduled day.

Spirit Day

All students and staff are requested to wear Spirit Day shirts on assigned days. Nursery, Transitional Kindergarten and Pre-first students should wear Spirit Day shirt with navy blue shorts, pants, skirt or skirt. Look for Spirit Days on the monthly calendar.

Special Events

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.

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. Parents 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 optional interim camp programs for your children at an additional cost. These interim care days include Conference Days (November, January, May), Spring Break, and Sneak Preview (June). Information for the interim camp programs may be obtained from the office. Registration forms for the interim programs will be posted on the website. Registration forms will be due two weeks prior to the interim care/camp day. Spaces are limited.

FINANCIAL POLICY

Credits are not available due to weather or emergency school closures. Full rate tuition paid whether absence is due to illness, holidays, state of emergency, snow closings or any other hazardous weather.

DAWNERS AND SUNDOWNERS ACTIVITIES

See current tuition schedule for all fees.

DAWNERS - 7:30 - 8:40 a.m.

The doors open at 7:30 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.

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

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. Sundowner pick-up will begin at 4:00 on the designated playground or in the P.E. Building. Carline pick-up will end at 4:00. Arriving early for Sundowner pick-up will cause delays in the carline and traffic congestion in the driveway. 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. At 5:25, remaining students in the Sundowners program will be taken to the office for pick-up. Tardy pick up (after 5:30 p.m. in the office 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 leading to the P.E. Building is NARROW. Therefore, we request that you drive below 5 MPH along this portion of the driveway. 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.

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. The bridge is no longer in use. Please avoid walking over it or allowing children to play or walk over it. Also, please do not leave siblings unattended and/or an empty car running.

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 a note is not 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. - 9:10 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 Late Arrival: Students arriving later than their designated class time should report to the Office. Office personnel will record your child's arrival and escort your child to the classroom.

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.

Early Dismissal - Student must be picked up prior to 3:00 p.m. Every early dismissal is an interruption to the classroom routine. 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. Park in the designated area and call the office at 215-646-2665. A staff member will escort your child to the car.

Carline Dismissal Times:

AM Nursery - dismissal is 1:00 p.m. - 1:15 p.m.

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

All full day 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. **(5 mph or less 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 dashboard name sign 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 cones 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/wooden barricades. This is due to buses parking and children walking in this area.
- ◆ **STOP** and turn off the car at one of the colored cones. 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 seats 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 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 district's 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.

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 posted social media outlets. 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. Parents are asked to always be alert to anticipated snow emergencies or conditions in the event your child bus arrives early at TSF for dismissal due to inclement weather conditions. 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 at all times. Keypad entrances for staff to enter the buildings are installed on all of the school doors.

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 visited by the nurse. 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 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.

Communicable Disease Communication

If a student or staff member has been diagnosed with a communicable disease as defined by PA State or Montgomery County Office of Public Health, a Communicable Disease Form will be sent home with the students of that classroom. A copy will be distributed to the classroom teacher(s) and the Specialists. If a child is absent or does not attend the day that the notice was sent home, the Nurse or a member of Administration will contact parents by phone to notify them of the communicable disease.

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 an 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 your child. Parents should provide a morning snack, a snack with lunch, and afternoon (Sundowner) snack. We encourage you to stay away from “junk foods.” All children should have their own reusable water bottle labeled with their name. This water bottle will be refilled by the classroom teachers throughout the day.

***CHILDREN WITH FOOD ALLERGIES ARE REQUIRED TO PROVIDE THEIR OWN DAILY SNACKS/LUNCH AS A SAFETY PRECAUTION.** When a child has a specific allergy to any food, 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. These snacks will be used during special events or holiday celebrations in the classroom. 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 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

Please sign in at the office and get a visitor’s pass prior to entering any of the classrooms or buildings. This is necessary for the protection of children with limited parental visitation, special dismissal or protective instructions.

Arrival and dismissal time visitations are strongly discouraged. Parents ARE NOT permitted to deliver their child (or a forgotten item) to his/her classroom. Any items that need to be delivered to the classroom must be dropped off in the office. Office personnel will deliver the items.

Please be sure your child arrives to school on time. Our personal concern is for the child's positive training that comes from prompt arrival and settling in before class begins:

PLEASE BE PREPARED TO SHOW ANY STAFF MEMBER PROPER IDENTIFICATION WHEN YOU PICK UP YOUR CHILD IN CARLINE OR SUNDOWNERS. YOU SHOULD HAVE YOUR LICENSE WITH YOU AS A PROPER MEANS OF IDENTIFICATION.

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 they need 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.

Nursery Special Celebration

During the year, the school and classroom special events are scheduled on various days of the week. Since TSF offers a flexible schedule for our Nursery Program, these events cannot always include every student when they are not enrolled in the 5 day program. We understand that parents may want their child to participate in these events. We are offering the following solution and explanation of Twin Spring Farm Day School's policy for these special events.

All students (regardless of their schedule) are invited to attend the Holiday Show (December) and the Spring Show (May), Grandparent's Day (April), and Color Day (May). These events are included in the yearly tuition.

Students wishing to attend the Halloween Parade and Halloween classroom party and/or the Valentine's Day celebration on the school scheduled event day, may be dropped off in the carline area between 8:50-9:10. Students will be escorted to their classroom by a staff member. Students will need to be picked up at the conclusion of the event (11:00). A carline at 11:00-11:10 will be set up for those children leaving at that time. This will be in the carline area.

Grandparent's Day in April is a Home and School sponsored event. Students not enrolled on their class's Grandparent's Day may attend with their grandparent. They can report to the Gym at 10:00 and will be excused at the conclusion of the event. They must check in with their classroom teacher prior to leaving.

All students are invited to participate in Color Day in May. Students wishing to attend on that day, may be dropped off at the morning carline between 8:50-9:10 and picked up at the 1:00 carline. H&S will sponsor a class picnic during the morning.

These add-on special events are subject to availability in the classroom. The student must be pre-registered and confirmed by the office prior to the event. Parents are requested not to attend school and classroom events with their child unless the event is open to parents or specifically requested by the teachers.

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. Regular 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 companies 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 & 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. In previous years, 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. Check with Home and School for details.

General Mill Box Top for Education Program

Toddler, Nursery, Transitional Kindergarten and Pre-First

General Mills has now made it easier to collect Box Tops. Download the app for Box Tops for Education from the app store. Register your name to start an account. Search zip code 19002 and choose Twin Spring Farm. After shopping, open the app and scan your receipt. This must be done within 14 days. The Box Top items that you purchased will be calculated and will show on your home screen. There is an option for online shopping with a list of retailers that are participating. In the app, there is a list of products that are not participating in the digital program, those Box Tops can be clipped and sent into school.

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 provide lunch and drinks. We are asking each family to bring a side dish or dessert to share. ***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 Festival

Toddler, Nursery, Transitional Kindergarten and Pre-First

Fall Festival – will be a weekend event. 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!

Mixed Bag Designs: Boon Design

Toddler, Nursery, Transitional Kindergarten and Pre-First

You will receive a catalog of "eco fabulous reusable bags." 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. 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.

Volunteers are needed to help children shop and checkout.

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 Grownups 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 Grownups 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!

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 organizing this event.***

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, helping with crafts and clean up.***

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 volunteers to set up, work the event, sell raffle tickets, etc.***

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 H&S serves a "picnic" lunch and dessert. The children compete in events. This fun filled day is held on the last Friday of the school year. ***We need volunteers throughout the morning!***

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 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 as a Room Parent:

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.)*

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. Attendance at the Home and School Association meetings throughout the year.
2. If room parent is unable to attend, that room parent should find a representative from your classroom to attend.

Classroom Activities

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.

Field Trips: Transitional Kindergarten and Pre-first 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.

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 or may have tasks that that parent volunteers can do at home. Either way, communication with the teacher and your classroom parents is very important!

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.

COMMUNITY SERVICE

Throughout the school year, we will be coordinating events for our Intergenerational Community Service Outreach Program with the Kelly Anne Dolan Memorial Fund and the Artman Home in Ambler. We started this partnership a few years ago with the support of the Home & School Association.

Each month we will have a planned activity with the Artman Home. When field trips resume, our Transitional Kindergarten and Pre-first classes will visit the Artman Home. Our Nursery and Infant/Toddlers will participate in projects on the TSF campus that will support the visits to the Artman, for example, making Valentine's cards for the residents.

This is a sample list of activities being planned for our Outreach program:

October - Halloween Sing-a-long and craft project

November - Our students will participate in a Veteran's Day ceremony at Artman

December - A performance of one of our Holiday Programs, plus the Giving Tree collection

January - Residents and students will assemble bags with the Giving Tree donations

February - Valentine's Day activity and card delivery

March - March Madness - Minute to Win It Games

April - Easter Egg Hunt for students and community service project for a local Boys/Girls Club

May - Evening community event for the TSF, Kelly Anne Dolan Memorial Fund, and the Artman

Twin Spring Farm students and staff will be invited to participate in additional community service projects during the school year, such as, Alex's Lemonade and a Walk/Dance-a-Thon.