



July 2018

Dear Parents,

The following important information pertains to the upcoming 2018-2019 academic year. Please read through this document in its entirety. The enclosed forms are to be returned to the school NO LATER than Friday, August 17, 2018.

### **LOWER SCHOOL (K-Grade 5) - FIRST DAY OF SCHOOL ORIENTATION**

Kindergarten through Grade Five orientation will be held on **Tuesday, September 4, 2018. This is not a full day of classes for the Lower School.** This orientation will last approximately one hour and students will be dismissed for the day at the conclusion of the orientation for their respective grade.

Each student in Kindergarten through Grade Five is to be accompanied by at least one parent. **It is essential to be prompt for this orientation. Please allow yourself plenty of time to park your car.** The Botanic Garden will be available for overflow parking and the gate will be open from 7:30 A.M.-12:30 P.M. Dress for the day will be casual; students are not to wear the school uniform.

Class lists will be posted at the classrooms on the morning of orientation. Students will meet in their classrooms and parents will meet in the Multi-Purpose Room (MPR) which is adjacent to the pool. Parents and students should arrive at school according to the following schedule:

KINDERGARTEN AND GRADE ONE	8:30 A.M.
GRADES TWO AND THREE	10:00 A.M.
GRADES FOUR AND FIVE	11:30 A.M.

### **MIDDLE SCHOOL (Grades 6-8) - FIRST DAY OF SCHOOL ORIENTATION**

**NEW FOR THE 2018 SCHOOL YEAR.** Grades Six through Eight will have a student orientation on **Tuesday, September 4, 2018. This is not a full day of classes for the Middle School. This orientation is for students only, parents will get a chance to meet the teachers at the Middle School Orientation Evening on September 13.** Dress for the day will be casual; students are not to wear the school uniform.

The orientation schedule is as follows. –

- **Grades 7 & 8:**
  - 10:45am – 11:15am - Meet in MPR for Welcome Back to School
  - 11:15am - 12:15pm - Meet with Advisors and Locker Set-Up
  - 12:15pm – Dismissal/Pick-up
- **Grade 6:**
  - 12:30pm – 1:00pm - Meet in MPR for Welcome to Middle School
  - 1:00pm – 2:30pm - Campus Tour, Meet with Advisors, and Locker Set-Up
  - 2:30pm – Dismissal/Pick-up

Students will receive their locker assignments during the orientation and should bring all their books and supplies with them on this day. We will have middle school advisor rooms open for the students to keep these supplies in until they get their locker assignments. Please note all students must be picked up at dismissal time on this Orientation Day. After Care will not be available.

### SCHOOL ARRIVAL, START TIMES AND DISMISSAL SCHEDULE

**The first full day of school is Wednesday, September 5.** All students should wear their regular school uniform on this day (not the Dress Uniform).

**ARRIVAL:** In order to alleviate morning traffic congestion in the school parking areas, it is vital for students to be dropped off at the appropriate time.

- Playground supervision begins at 7:30 A.M.
- Students in Grades Four through Eight are to be on campus by 7:40 A.M.
- Students in Kindergarten through Grade Three are to be on campus by 7:50 A.M.
- Students are not to be left unattended on campus before 7:30 A.M.

**START TIMES:**

- The first bell rings at 7:50 A.M., followed by the second bell at 7:55 A.M.
- Lower School classes start each day at 8:00 A.M.
- Middle School begins promptly at 7:55 A.M. with the morning meeting. Students will be marked tardy if they are not at the morning meeting by 7:55 A.M. Exceptions will only be made for students riding the bus, should the bus be late.

**DISMISSAL SCHEDULE:**

- Kindergarten will dismiss at 2:45 P.M. from the classroom.
- Grades One, Two, and Three – 3:00 P.M.
- Grades Four and Five – 3:15 P.M.
- Grades Six, Seven, and Eight – 3:15 P.M. with **pick-up at 3:30 P.M.**
- Students in carpools may stay in study hall until the oldest child in the carpool is dismissed.

- Students remaining on campus at 3:40 P.M. will be sent to After Care and parents will be billed accordingly.

**Please read the enclosed yellow traffic notice for important details on parking and traffic guidelines.** Parents are NOT to use the front parking lot during drop-off and pick-up time. There are NO exceptions without direct permission from the Executive Director.

### **LATE STARTS**

Thursday, September 13, 2018, will be the first Late Start day of the school year with classes beginning at 8:30 A.M. Faculty/staff in-service meetings are held from 7:30 A.M. to 8:20 A.M. on these Late Start days. In the following months, the Late Start dates are usually the first Thursday of each month. Please consult the annual calendar, which will be distributed at orientation, and the weekly RHCDS Friday Email for these Late Start dates throughout the year.

### **SCHOOL CALENDAR**

Enclosed you will find a Key Dates Calendar (gold sheet) for the 2018-2019 school year. There will be an additional detailed school calendar distributed to all parents at orientation. It is suggested that these calendars be saved and posted in the home. Calendar dates are also included in the weekly RHCDS Friday Email and on the school website.

It is important to note that a mandatory orientation for Middle School parents will be held on the evening of **Thursday, September 13**. More details will be forthcoming at the beginning of the school year. This event is for parents ONLY.

Lower School Back-to-School night will be held on Wednesday, October 17. This event is for parents and students.

We encourage you to mark your calendars in advance for mandatory Parent-Teacher Conference days for both the Lower and Middle School as follows:

- Monday, November 19, 2018, and Tuesday, November 20, 2018
- Friday, March 1, 2019, and Monday, March 4, 2019

Conferences will be held on these dates only. There will be supervision on the playground for RHCDS students and school-age siblings during your scheduled conference time. No classes or extended coverage is available on any of the Parent-Teacher Conference Days. **Middle School students should plan to attend the November conference with their parent(s).**

### **PARENT HANDBOOK**

The Parent Handbook contains important information regarding the rules and guidelines for Rolling Hills Country Day School. This will be distributed to all new

families at orientation. A digital copy will be emailed to all parents in September. Please read and save the handbook for future use, as the included topics are arranged alphabetically for easy reference.

### **SUPPLY LISTS**

Supply Lists can be found on the RHCDS website under:

Life at RHCDS → Forms → Supply Lists

Please note the deadline to order supply kits through 1<sup>st</sup> Day School Supplies has passed. School supplies ordered through 1<sup>st</sup> Day School Supplies will be delivered to the students' classrooms by the first full day of school. As a reminder, there are to be NO wheeled backpacks at Country Day School. Our facility does not accommodate these wheeled backpacks.

### **SCHOOL UNIFORMS**

Rolling Hills Country Day School uniforms are available through Lands' End.

Purchases should be made on the Lands' End website at [www.landsend.com](http://www.landsend.com) or via phone at 1-800-469-2222. Please reference preferred school number 900168758. For your convenience, there is also an extensive Uniform Closet on campus with gently used uniforms in a variety of sizes.

Please check the uniform checklists on the RHCDS website for the most updated information. This can be found under:

Life at RHCDS → Uniforms

All uniform and clothing items should be clearly labeled with the child's name. Students who are not in uniform will be sent to the office, and parents will be contacted and asked to bring in the correct uniform item(s). Parents should carefully monitor their student's uniform with particular attention to the following items.

- Students are to wear the school uniform, and only the sweater, sweatshirts or jacket included on the uniform list, sold in the school office, or the outdoor education sweatshirts for Grades Five through Eight. Students will be asked to remove all non-uniform sweaters and sweatshirts.
- Cargo style, "skinny fit", or 5-pocket jeans style pants/shorts are not allowed.
- Girls' jumpers/skirts in Kindergarten through Grade Five are to be no shorter than two inches above the knee. Girls' skirts in Grades Six through Eight are to be no shorter than three inches above the middle of the knee. The school always reserves the right to ask a student/parent to alter the hem on a skirt.
- We ask that girls wear shorts under the school uniform jumpers and skirts. However, these shorts are never to extend below the hemline of the uniform.
- Girls will change into the winter uniform upon return from Thanksgiving break through spring break.

- Socks should be completely white with no color, design, or logo.
- The School's expectation is that student clothing is modest in appearance.

#### SCHOOL SHOES:

- Shoes are to be PLAIN, ALL-WHITE LEATHER athletic-style shoes.
- No canvas or mesh, no "heellies" (wheel in heel of shoe), no high platform soles or decorations, sequins, rhinestones, light-ups, etc. are allowed on shoes.
- Any accent details must be navy, green, or black.
- All-white shoelaces are mandatory.
- Girls in Kindergarten through Grade Four may wear navy leather Mary Jane style or navy and white saddle style shoes.
- If you have questions about a particular type of shoe, please call the school office for direction and clarification.

#### P.E. UNIFORMS, SWEATSHIRTS, ETC.:

Uniform shorts and shirts are required for Physical Education for boys and girls in Grades Five through Eight. One shirt and one pair of shorts were included on the summer tuition statement (two sets for Fifth Graders), and these items will be distributed to students at the start of the school year.

Parents may purchase additional P.E. shorts and shirts; the cost of each shirt is \$10.00 and the cost of each pair of shorts is \$15.00. Swim bags are available for all grades in the front office for \$20.00 each.

The regular school shoes (white, leather, athletic style) are also worn for Physical Education class. If your child would like to wear other athletic shoes during Physical Education, they **MUST** change back in to uniform shoes at the conclusion of class. Please note that for swimming, girls are to wear one-piece swimsuits. Goggles are strongly recommended for all students.

#### LUNCHES

Student lunches may be purchased from **Kelly's Korner**. Kelly's Korner is a local merchant that provides sandwiches, snacks, and various meals, and can be ordered on the day of service until 10:00 A.M. Kelly's Korner will be delivered to school at the child's lunch period. All orders and payment arrangements must be made directly with Kelly's Korner. For further information on these lunches and to set up an account, contact Kelly's Korner at 310-541-2234. **Please note that candy, soda, and beverages in glass bottles will not be delivered from Kelly's Korner.**

The Parents Association offers a **Friday Lunch** program throughout the school year (bright pink sheet). These lunches are served on Fridays only, and the menu will rotate between In-N-Out Burger, The Appetizer, L&L Hawaiian BBQ and The Red Onion. Students may also receive chips, salad, fruit, and a frozen ice-cream treat. Friday

Lunches may be pre-purchased for the entire school year using the enclosed order form. Friday Lunches are also available for purchase on the day of service for \$10.00 per meal. Please note there is an additional charge of \$5.00 for additional In-N-Out servings, even if the student has prepaid for the entire year.

### ADDITIONAL PROGRAMS

#### **AFTER CARE (purple sheet)**

After-school care is available at RHCDS each school day from 2:45 to 6:00 P.M. This program features homework/study hall time, snack and special activities. The rate is \$13.00 per hour. Parents may use the enclosed form to register children for this after-school care on a regular basis. This service is also available on an as-needed basis; parents may call the school office on the day of the requested service.

#### **HOMEWORK CLUB (Registration will be available in September)**

Homework Club will be available after school from Monday through Thursday starting Monday, September 10. Students in Grades One through Five meet for one hour at a rate of \$18.00 per session. Hours will be as follows:

Grades 1-3 3:10 P.M. - 4:10 P.M.

Grades 4-5 3:15 P.M. - 4:15 P.M.

### PARENTS ASSOCIATION

Every parent of a Country Day School student is invited to be an active member of the Parents Association. This organization's function is to assist in school-sponsored events during the year.

Parents Association President Mrs. Jill Mayhack and Vice President Mr. Josh Cunningham-Corso extend a warm welcome to all parents to attend the first Parents Association meeting of the academic year on **Wednesday, September 12, 2018**. The meeting will begin at 8:00 A.M. in the MPR; coffee will be served starting at 7:45 A.M. The gate to the Botanic Garden will be open from 7:30 A.M.-9:30 A.M. for this meeting. The monthly Parents Association meetings are usually held on the first Wednesday of each month. Please check the weekly RHCDS Friday Email for details of upcoming meetings as well as information on whether the gate to the Botanic Garden will be open. **Please note the gate will not be open unless specifically announced by the School. As a reminder, parents and children are not allowed to bypass the locked gate at any time.**

Grade level Coffee dates will be announced at the beginning of the school year.

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Please feel free to contact the front office with any questions regarding the upcoming school year. We look forward to seeing you in September!

