



Building Block Commons

Kindergarten and Elementary

Student & Family Handbook

2018-2019

Dear Students and Families,

Welcome to Building Block Commons! We are pleased to be celebrating the first year of our Elementary School. This school handbook is designed to serve as a guide for students and parents/guardians at our elementary school. Within this document, we have compiled information to help familiarize you and your family with the routines, services, procedures, and policies used within our school community.

At Building Block Commons, we welcome parents to partner with teachers in supporting the educational development of our elementary students. By keeping in contact with classroom teachers and joining us in school-based activities, we strive to showcase the wonderful learning that takes place each day.

We feel it is important for all members of our Building Block community to know and understand our school expectations. Therefore, we ask that you review and discuss the information in this handbook with your child. If you have any questions, please reach out to any of our staff members.

We look forward to sharing a wonderful year with you!

Sincerely,

Wren Hayes, Director
wren@buildingblockcommons.com
125 Kingston Rd
Exeter, NH 03833
buildingblockcommons.com
603-778-1383

The Building Block Philosophy

The school's philosophy mirrors the research on the importance of assessing children on their competency in Hirsh-Pasek's 6 C's:

Collaboration
Communication
Content
Critical Thinking
Creative Innovation
Confidence

Attending to each of these six competencies will coach students to be prepared for the 21st century. With research showing that information is doubling each year, it is vital for students to not only become familiar with the content, but to be able to sift through this information to find that which is truly valuable, then work with and present it to a team.

Students will complete annual portfolios (either physical or digital, depending on student choice) that include sections for each of the core competencies. Within each of the six sections, students will showcase self-reflections, peer reviews, parent reviews, and teacher reviews, as well as examples of their work that exemplify their level of mastery. Students will present these portfolios during a round-table discussion with:

- 1) An "outside expert" (aka: teacher from the public school system)
- 2) A teacher from Building Block Commons
- 3) A parent or valued adult from the BBC community
- 4) A peer

This network of support will work together to locate the child's level of mastery in each of the six competencies and make a plan for future study. The inclusion of the public school system in the evaluations supports the ongoing relationship with the community.

The learning environment of the school includes mixed-age groupings alongside a very hands-on approach to mastery of the 6 C's and typical Common Core State Standards. Occupational Therapists and Speech and Language Pathologists are part of the curriculum creation and execution to ensure that various levels of student support are being met. Ensuring that the school is able to support a neurologically diverse population is important to the core values of a school focused on the 6 C's.

In general, the classes will take place in three spaces: a Socratic Seminar (Language Arts, Social Studies, Spanish/Chinese, Computer Lab), Outdoor Classroom (Science,

Nature, Animal Husbandry, Physical Activity), and a Tinker Lab (Math, Engineering, Arts, Destination Imagination, Robotics).

Daily Schedule

Monday, Tuesday, Thursday, Friday: 8am-2:30pm
Wednesday: 8am-12:30pm (extended day option available)

2018-2019 Important Dates

August 27: first day of school
August 31 - September 3: NO SCHOOL (Labor Day weekend)
October 8: NO SCHOOL (Columbus Day)
November 12: NO SCHOOL (Veteran's Day)
November 21 - November 23: NO SCHOOL (Thanksgiving vacation)
December 24 - January 1: NO SCHOOL (Winter vacation)
January 21: NO SCHOOL (Martin Luther King, Jr. Day)
February 25 - March 1: NO SCHOOL (February vacation)
April 22-26: NO SCHOOL (April vacation)
May 27: NO SCHOOL (Memorial Day)
June ??: last day of school (*snow days may affect this date*)

Staff Members

Wren Hayes, School Director, Primary & Elementary Teacher

Amy Evans, Elementary Teacher & Co-Director of Elementary Instruction

Susan Rowe, Elementary Teacher & Co-Director of Elementary Instruction

Jackie Stevenson, Panda and Kangaroo Teacher

Alice Gould, Teddy and Koala Teacher

Carey Thomas, Kindergarten Teacher

Emily Samuel, Teddy Teacher

Joe Karstadt, TaeKwonDo Teacher

David Hayes, Business Administrator

School Policies

Health and Safety

- **WE MUST HAVE A PHONE NUMBER WHERE WE CAN GET IN TOUCH WITH YOU OR A FAMILY MEMBER DURING YOUR CHILD'S SCHOOL HOURS.**
- All students must have documentation that they have been physically examined and immunized before the start of school. All students must have the recommended vaccinations to attend any public or private school in the state of NH. Exceptions are only granted with a copy of medical records stating the conflict to the child's health or a notarized copy of religious exemption. This documentation must be submitted before the child can be allowed to attend school.
- **MEDICAL FORMS MUST BE UPDATED ON YOUR CHILD'S BIRTHDAY!** Every child is required by state law to have an up to date medical form and state registration form on file at Building Block Commons before they can be allowed to stay at school without a parent.
- We must comply with state operating standards as follows:

“No child with a communicable disease ... shall be accepted for care until proper medical treatment has been given and the child is no longer infectious.”

We appreciate your cooperation and help by keeping your child at home if he/she shows any symptoms of an illness such as pink eye, significant cough, significant runny nose, significant sleepiness, or any fever, diarrhea, vomiting, etc. Please allow your child to be symptom-free for at least 24 hours before returning to school.

- If a child is too sick to go outside, he or she is too sick to come to school. If your child is unable to take part in all daily activities at school due to a health condition, a doctor's note must be provided along with written communication from a parent/guardian that includes the specific restrictions on activities and the length of time for which they will apply.
- If your child or family member has lice, please **notify the school immediately** and treat with a doctor-recommended insecticide. The child may return to school after your family has been lice and nit free for at least 2 days.
- If we find a tick attached to your child, we use a “Tick Key” or scoop to remove it as soon as possible. We will cover the area with antibiotic ointment and put the tick in a bag for you to see at pickup time.
- Health Studies classes will take place within the Outdoor Classroom arena as outlined in the curriculum. In addition, HAVEN will be invited to work with

students on appropriate and inappropriate behaviors between children and adults each year.

- Our school encourages students to use sticks, bricks, rocks and other large “loose parts” during their outdoor play time. The children are taught to use these correctly (ex: sticks are tools, not ever weapons... bricks are for building, not for throwing). Our expectation is that these rules are encouraged at home, as well. If students begin to show signs of using these items to injure other children, the child will no longer be allowed to use these fun outdoor tools. Safety is imperative.
- We are a farm school! We have goats and chickens on the property. To create a safe environment for children and animals, we ask that if you are visiting a different farm, you wash your boots/shoes and hands before coming to school. This form of “biosecurity” helps from transferring illnesses from one farm to another. Our animals are tested for many communicable diseases and are always behind at least one fence to keep children safe from feces and urine. Thanks for your help as we work to bring farm life into the lives of your kids!
- All student records are digitally protected in the office tools “Sandbox” and “Seesaw.” This will allow for all payment, student health forms, assessments, and notes to be supported in a digital format. Other paper files that are not supported within the school’s Sandbox account will be kept in a locked file cabinet within the office of the school. School records will be stored at the Building Block Commons main office. In the event that Building Block Commons were to cease operations, each student’s records will be transferred to the student’s local school district or the NH Department of Education.

Emergency Evacuation Plans

In light of events in the world today, it is important to inform you of our state implemented evacuation plan in case of an emergency. This plan has been in place and updated since our opening 30 years ago. To make sure emergency plans work well, they are tested (with an exercise) regularly. Our school is called during these exercises and visited yearly for any updates.

In case of an evacuation, a school bus will be sent to our school. Teachers and children will be taken to Manchester Memorial High School, South Porter Street, Manchester, NH. We will immediately get on the phones with quick calls to all parents to inform you that our evacuation plan has been implemented. This will take us approximately 5-10 minutes to contact all parents using all available phone lines. Please know that we will call the primary contact phone number on the class list. Because of time constraints in this situation, we will only make one call per family. You would be encouraged to get your child before the bus arrives, but we are required to keep the children together with the teachers once it is time for the

bus to leave. At this point we will post a notice on the door that will give you our departure time and the emergency reception area where you can pick up your child.

Your children are very important to us and all staff members will stay close to them to get them to safety, as well as comfort, nurture, and reassure them. All of us here at Building Block Commons are dedicated to your children and will not hesitate to do everything we can to keep your children safe. For further information contact: www.nhoem.state.nh.us

Dress Code

Our school is a very active place. We encourage our students to make messes (and clean them up, of course!), use power tools, climb trees, and explore the mud.

Because of this, we ask the following in terms of student clothing:

- Students should wear a pair of close-toed outdoor shoes to and from school. Please expect these shoes to get wet and/or muddy on a daily basis. **Boots are required when there is snow on the ground** and are welcome anytime.
- Weather permitting (over 15 degrees), we begin our school day outdoors. Please have your child dressed and ready for outdoor play when he/she arrives to school. It's easier to take off an extra sweater than to be cold.
- When the temperature is below freezing, we require all students to have hats and gloves/mittens available to wear (even if they take them off because they get hot running around). We also require all students to have snow pants available for outdoor learning and play when the weather becomes chilly. We'll send out an email, post on the Seesaw app, and have a driveway sign when it's time to start sending students in winter gear!
- All students must bring a pair of close-toed indoor shoes to keep at school...**PLEASE LABEL THEM!** Students will change between indoor and outdoor shoes as we switch between our indoor and outdoor classrooms.
- Please send layers as appropriate for the weather. Each student will have a cubby at school in which to store a few articles of clothing.
- Expect that your child will get their clothes dirty every day. Talk with your child about choosing school clothing that is appropriate for messy learning activities and active outdoor play. Long dresses can be dangerous on climbing equipment and are not allowed when using tools.
- Student's clothing must be appropriate for general audiences and may not contain references to violence, drugs/alcohol/tobacco, inappropriate language, or anything that might be offensive to another individual. If a staff member considers an article of clothing to be in violation of this policy, he or she will work with the student and family to explain why and will ask the student to change into something more appropriate for the day. If necessary, a family member will be called to bring a change of clothing.
- Please **label** all sweaters, sweatshirts, jackets, and shoes. In other words, it's very helpful for you to **label everything!** Sometimes children forget which items belong to them and we frequently have more than one of the same

piece of clothing come to school. Unlabeled items will be kept in the Lost and Found for one month prior to donation. It is your responsibility to come inside and take a look around for an item that has been forgotten at school.

School Rules and Discipline Policy

Our rules at Building Block Commons are all based on safety, respect, and kindness.

Our rules and limits are taught clearly, stated in a positive way, and handled in a simple and direct manner. School rules are discussed and created by the class and are a positive way to guide students and help them learn acceptable behavior. They give students limits and encourage them to develop self-control.

Positive reinforcement is a very effective way to teach students appropriate behavior. It helps students see the relationship between their behavior and consequences so they can learn to make good choices and develop self-control. At Building Block Commons, we always take time to recognize kindness and good behavior.

We do not view discipline as a punishment, but as guidance and learning. It is a training process that takes a great deal of time and patience. Our first step of discipline is always a gentle reminder. We then follow with positive redirection. With this, we encourage alternative behaviors and help teach the student socially acceptable ways of dealing with their feelings. Natural consequences then follow.

Example: If a student is throwing sand, he or she would get a reminder about the behavior being “unexpected” at school. If it continues, the student must leave that area for a certain period of time. This helps the student make the connection between his or her behavior and its impact on others.

If a behavior is particularly dangerous, we will encourage the student to have a seat in a “waiting space” until he or she feels able to safely rejoin the activity. It is used (sparingly!) to give the student responsibility for his or her own actions, and to provide a moment to get “big feelings” back under control.

If a student is exhibiting a behavior that poses a danger to self or others and is unable to regain self-control and rejoin the learning activities after multiple chances, our next step is to call a family member to pick the student up early that day. We feel this is a natural consequence for more serious behaviors. The student will be welcomed back the following day with the expectation of actively rejoining the learning community.

It is always our goal to help all Building Block students learn how to be thriving members of our school community. If behaviors that are dangerous and disruptive continue without improvement, we will first help that student and his or her family

find support and guidance through pediatricians, public school systems, counselors, etc. If these measures do not prove to be effective and a student's behavior remains a danger to self or others, it may be necessary to ask families to find other school arrangements. At this point, we will refund the unused portion of tuition.

We recognize that each student and family has unique ways of being in the world. We view our relationship with families as a true partnership, and we always appreciate open communication with students and family members. If you have concerns, please let us know. We are here to help and support you and your children.

Our Approach to Bullying and Other Unkind Behaviors

One of our core values at Building Block Commons is to treat each other with kindness and respect. We actively teach and model these values on a daily basis. It is our expectation that all members of our community - students, staff, and family members - will treat each other with kindness and respect in every area of life. Teaching kindness and respect will be woven into all aspects of our curriculum, and we hope that you will reinforce these values at home.

We recognize that in life, children (and adults) can sometimes be unkind to each other. Unkind behavior can be inadvertent or intentional. It can happen in the classroom, on the playground, after school, or in the virtual world. Unkind behaviors often happen when adults aren't watching. Therefore, we encourage all students and families to speak with any of our school staff any time you feel you have been treated unkindly by any member of our community, whether in or outside of school.

When we observe or hear about an unkind behavior, we will first make sure we are supporting the targeted individual. We will listen to what happened and how it made the targeted student feel, and we will ask what would help this student feel safe and valued in our community. Next, we will use the incident as an opportunity to teach our expectation of kind behavior to the offending individual. We will give the offending individual an opportunity to make it right, often based off of insight from the targeted individual of what might make him or her feel safe and valued. Because these situations are unique to the individuals involved, our responses and actions will be unique as well. We will, however, be consistent in addressing the situation with all parties involved until we have restored the feeling of safety and value for all members of our community.

In most situations, unkind behavior is either inadvertent (a student thought something would be funny and didn't mean to hurt another's feelings) or an isolated intentional act. (Many children "try out" being mean from time to time to see what it feels like. This is an excellent teaching opportunity to demonstrate why this behavior is harmful to our community.) Sometimes, however, unkind behavior

turns into a habitual act targeted towards one or more individuals. At this point, the unkind behavior has progressed to bullying. The progression between a few isolated unkind acts and bullying is a gray area and can sometimes be hard for adults to distinguish. If, however, we feel that a student's actions are consistent with or bordering on bullying, we will treat this as a behavior that poses a danger to others, on the same level as using a tool as a weapon. We will work with the offending student and his or her family to access the appropriate services to address whatever underlying issues are causing the bullying behavior. During this time, it may be necessary for the offending student to remain home from school in order for the other members of our community to feel safe. In consultation with a team of professionals, we will determine whether we can continue to support the offending student at Building Block in conjunction with outside services. In some circumstances, it may be acceptable for the offending student to make amends with the community and return to school, and we certainly hope for this to be the case. If, however, we deem that the offending student cannot make significant progress towards consistently kind behavior within a reasonable time frame, the student will be asked to leave the school, and the unused portion of tuition will be refunded.

Electronic Device Policy

At Building Block Commons, we embrace technology as part of the modern world and as a powerful learning tool. We believe that school should be a place for students to learn how to use devices constructively and how to self-regulate around electronics. Our goal is for students to learn when it might be appropriate to use technology during class (using a phone to quickly look up a fact about turtles to share in a class discussion) versus when it would be inappropriate (using a phone to distract friends with silly texts during a class discussion).

Therefore, students at Building Block **ARE** allowed to bring personal electronic devices to school, providing they observe the following:

- At the beginning of the school year, students and teachers will develop guidelines around the use of electronics that all community members will follow. These guidelines may include allowable times and/or activities, examples of appropriate and inappropriate use, and consequences for inappropriate use. They may be different for older and younger members of our community. These community-created guidelines will be constantly revisited and revised as we learn together the many ways that devices can both enable and detract from our learning journey. We expect that any student who brings a device to school stays up-to-date on the evolving use policy and follows all community-created guidelines.
- There may be times when teachers declare certain activities, times, or entire days to be technology-free. When this is announced, students will honor these requests by leaving their devices in their backpacks. This may include wearables such as smart watches.

- A student who chooses to bring a device to school is doing so at his or her own risk. Building Block cannot take responsibility for keeping these devices safe.
- School electronic devices are to be shared and used collaboratively among all students. Personal electronic devices belong to the individual and there is no expectation of sharing. If a student chooses to share his or her personal device with another student, he or she is assuming a personal risk. Please have conversations with your child about how to manage and care for expensive technology prior to allowing them to bring devices to school.
- Violations to the electronics policy may fall under community-created guidelines, or may be more serious and fall under our general discipline and/or bullying policies. We treat internet safety with the same seriousness as physical safety. We will constantly be looking for ways to positively reinforce responsible device use and teach digital citizenship.

Parent Involvement

- Parents and guardians are always welcome in our classroom. It's easiest for us to plan for visitors if you give us a heads-up, but if you feel as though you need to drop by, just knock on the door and we'll invite you right in! The door code will be provided to you during Orientation.
- Please make sure you sign up with SeeSaw as soon as you can! This is where we will post announcements and general family communication.
- We believe that families, careers, and education are enriched by shared space and community. Parents are invited to enjoy the Parent Lounge co-working space and Kid Commons for younger siblings while their children attend Building Block Commons. If you plan to make frequent use of this space, please let us know so that we can reserve your spot! You are also welcome to enjoy the Parent Lounge on a drop-in basis; however, if the space becomes overcrowded, priority will be given to those families who reserved a spot in advance. We appreciate your understanding and cooperation in keeping this space an inviting and vibrant part of our community!
- Please volunteer! We are always looking for extra help in planning for special holiday parties and events. We also need volunteers during Parent Conference Week so that teachers can leave the classrooms to talk with parents. Contact Wren if you are interested in helping us with any of these special events.
- We know our families bring such a diversity of knowledge and talent, and we would love for you to share your skills and passions by leading workshops, activities, and field trips. Contact any of our staff to schedule a time to share your interests and talents with our students.

Holiday Celebrations

At Building Block School, we celebrate holidays in a low-key manner. We feel this makes for a more relaxed and enjoyable time for our students.

HALLOWEEN: We celebrate Halloween in our classroom by having pajama day! It can be a holiday themed set of pajamas, or just a favorite pair. Students **may not** wear or bring costumes to school for safety reasons. We enjoy a special snack and Halloween music. Students will plan their own festivities based on seasonal projects.

CELEBRATIONS OF LIGHT/ CHRISTMAS: We celebrate many different holidays during the winter months, noting their origin from around the world. Families are invited to celebrate the season on the last day of school before our holiday break with student-planned festivities. Please make arrangements to join us for this holiday celebration. Check your email for more information as the day approaches.

VALENTINE'S DAY: We **do not** allow card exchanges at Building Block and we **cannot** deliver cards from home to other classmates. In our elementary school programs, we will celebrate Valentine's Day with the theme of showing loving kindness to ourselves, others, and our community.

CELEBRATE ART: During the Celebrate Art days, we will invite families to join students in creating art through many different hands-on activities.

BIRTHDAYS: We do celebrate birthdays! Families are invited to provide a special snack for the class to celebrate their child's birthday. We prefer that you keep the special snack to muffins, cupcakes, or individual ice cream cups (please provide disposable spoons). No candles or cakes. We also ask that you do not pass out private birthday invitations or thank-you notes at school, as it can hurt the feelings of those children not included. It is very important that we are sensitive to all our student's feelings. We are a small school and a close community, which means that even if you don't pass out invitations at school, students will know who was and was not invited to a party. When planning celebrations, we encourage you to invite the whole class.

TEACHER APPRECIATION: We are often asked how to thank our dedicated staff for the many things they do to support our students. We encourage a

thoughtful note of gratitude; many teachers keep thank-you notes as treasured possessions for years to come. If you feel moved to do something more, may we suggest a small gift that can be used within the classroom to promote the spirit of community.

Snacks and Lunches

Elementary and Kindergarten students should bring a lunch and personal snacks each day. Each student should also have a water bottle clearly labeled with his or her name.

We do not restrict any food items at our school, but we are aware that many students have food allergies and dietary restrictions. Please let our staff know any special dietary needs and we will do our best to ensure that your child is not exposed to any foods that may be harmful.

Some children have very serious food allergies. Strict avoidance is the only way to prevent an allergic reaction. The allergy can be life threatening. If a reaction occurs, we must immediately call 911 for help. Immediate injection of adrenaline is necessary and immediate medical care is required. Our staff has been trained and we have an emergency protocol in place.

The parents of these children take an active role in managing the allergies but need your help to avoid accidental exposure. Here are some things we can do to help these children:

- Please have your children wash their hands before arriving at school. A box of hand wipes in the car to be used after snacking is easy and helpful. Cross contamination from residue on hands can trigger a reaction.
- If providing food for the whole class, please label each item with an ingredient list. Our teachers can use this to help students figure out whether or not they can eat the snack.
- Nuts are the most common allergen that can cause a life-threatening condition. Please consider providing nut-free treats when bringing in food for special occasions.

Grievance Policy

All participants and their families will be given opportunity through established steps and procedures to resolve grievances (ie: bullying, misconduct, payment of tuition) which they believe adversely affect them. Participants will not be discriminated against because of race, color, national origin, sex or handicap.

The grievance procedure shall be initiated only after all normal procedures have been exhausted. This includes discussion between the aggrieved and the appropriate teacher(s) and/or administrator(s).

Grievance Procedures

- 1) The aggrieved party should discuss his or her grievance with the appropriate individuals. If the aggrieved party is a student, the student's family shall be notified and welcomed to participate in the discussion.
- 2) If satisfactory solutions are not found, the aggrieved party is to submit a written complaint to the Director of the institution within five days of the discussion. (It is assumed that by this point, the parent/guardian of the aggrieved party is fully participating in the process and is now considered to be part of the aggrieved party for purposes of this policy.) The Director of Building Block should, within five days of notification of the grievance, notify the aggrieved party in writing of the decision regarding the disposition of the grievance after careful investigation of the grievance.
- 3) If satisfactory solution is not forthcoming, the aggrieved party is to submit a written report of the complaint to the Department of Education within five days of notification of decision.

Weather Cancellations and Delays

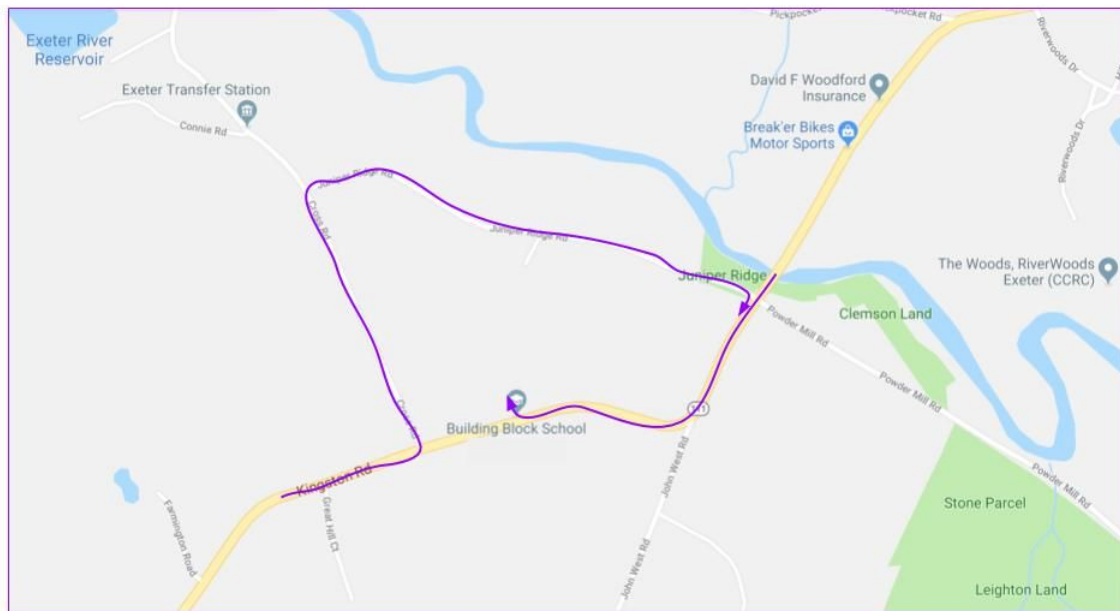
- We will follow the **SAU #16 [Exeter area]** for weather closings and delays. Please remember to watch **WMUR-TV, channel 9** for any chance of a snow cancellation or delayed opening. We will also try to get an email sent, as long as the school has power.
- If the area schools have a late start/ delayed opening, we will **not** have Kindergarten classes. Elementary classes will begin at 10:00am during a two-hour delay. Please watch and listen for any changes from delayed to closed!
- In the case of an afternoon storm, we will call parents via a phone line and will ask you to pick up your child at a given time. If this situation seems likely, we will mention the possibility at drop-off time.
- Snow days may result in additional days being added to the end of our school year in order for us to meet the minimum required school hours under NH law. This information will be communicated via email.

Drop-Off and Pick-Up

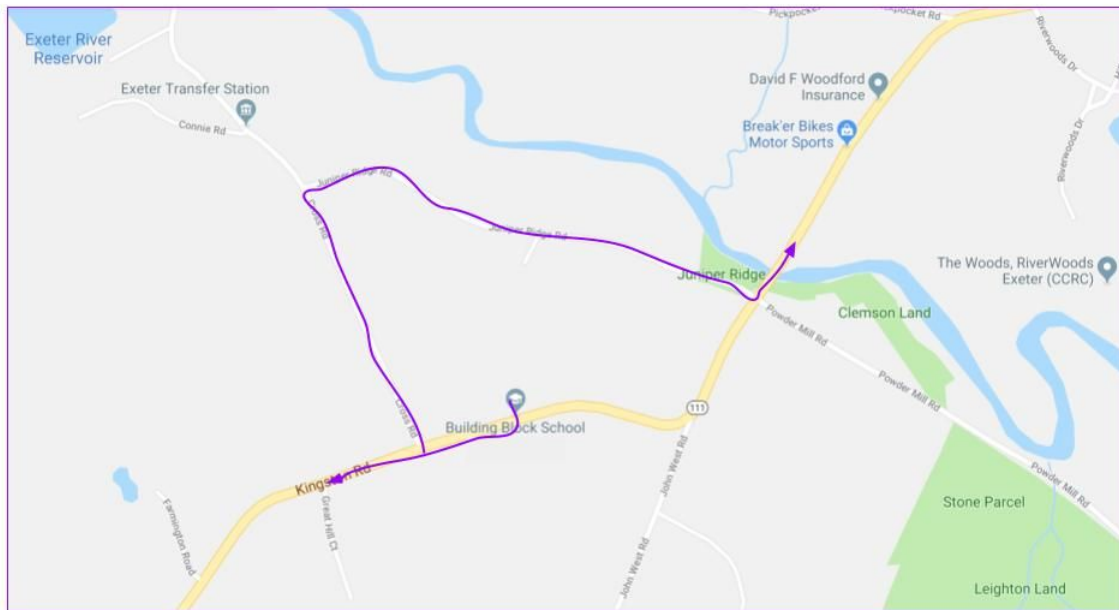
Traffic Flow

THE POLICE & STATE HAVE ASKED US TO COMPLY WITH THIS FOR SAFETY.

- All cars should **enter** the driveway from the **RIGHT** (the Exeter end of Kingston Road). Cars coming from the Kingston / Brentwood area should turn onto Cross Road, then Juniper Ridge Road and then another right onto Kingston Road. This small detour will enable you to enter from the **RIGHT** side.



- When **leaving** the driveway, please turn ***RIGHT*** onto Kingston Road, Cross Road, and Juniper Ridge to head back into Exeter, rather than crossing traffic.



- The property across the street is private property and should not be used for waiting for the carpool line to shorten. Please help us to be courteous to all our neighbors by not blocking driveways or parking on their property.
- Cars are not allowed to wait on the side of the road to enter the driveway. If there isn't any space within the driveway, please do the two minute detour around the block.
- We greatly appreciate your cooperation in adding this slight detour to your travel plans. By doing so, you will help to make the carpool easier and safer for you and your child, other parents and children entering and exiting from our school, and other drivers passing by!

Carpool Times

Our school is a busy place, so we have staggered drop-off and pick-up times for our different programs in order to keep the carpool line as short as possible. Because of this, **it is very important that you arrive at your designated time according to the schedule below.**

Note: *If you have children in more than one program, please speak with one of our staff about developing a special drop-off/pick-up plan for your family.*

Morning Drop-off:

Elementary: 8:00am

Kindergarten: 8:15am

Pandas: 8:45am

Koalas, AM Teddies: 9:00am

Mid-day Pick-Up:

Pandas: 11:45am

Koalas, AM Teddies 12:00pm

Kindergarten: 12:15pm

Mid-day Drop-Off:

PM Teddies: 12:30pm

Kangaroos: 12:45

Afternoon Pick-up:

Elementary: 2:30pm

PM Teddies and Kangaroos: 3:30pm

Drop-Off Procedures

- The drop-off point is in the middle of the circular driveway directly in front of the school, where the path leads to the door. Please stay to the right and go around the circle in a counterclockwise direction until you reach the path. Once in the drop-off location, please put your car in park and wait for one of our staff to come to help your child(ren) out.
- Please do not get out of your car while in the drop-off line. If you need to get out for any reason, please pull forward into one of our designated parking spots.
- **All children must remain in their cars until a teacher opens the car door to greet them.** Do not let your child hang out of the car windows or sunroof. We have seen cars get bumped and very serious injuries occur.
- **Please refrain from using your cell phones during drop-off time.** Please help us keep things safe and efficient by focusing on your child(ren) during the short wait in the carpool line, ensuring they are happy and ready to hop out and start their school day when it is their turn. We thank you for this courtesy.
- Please do not use drop-off as a time to communicate with teachers. Please feel free to email any staff member or hand us a note at drop-off, and we will respond as soon as possible to schedule a time for a conversation. If you absolutely need to speak to a staff member and it cannot wait, please park in one of our designated spots after dropping off your child, and we will get to you as soon as carpool is over.
- If your child will be leaving early, we need a note handed to the teacher at drop-off on the day it will occur for our files. We are not a “sign in and sign out” school; therefore, we need these early dismissal occurrences to be *very* rare for the safety of the children.
- Please make sure that any adult who may drop off your child(ren) is familiar with the drop-off procedures.

Pick-Up Procedures

- The pick-up line is the same as the drop-off line; please follow the circle counterclockwise and put your car in park when you get to the path that leads to the school. Our staff will lead your child(ren) to your car and open the door for them.
- At the beginning of the school year, we will ask for a list of designated adults who are allowed to pick your child up from school. For safety reasons, we

will only allow your child to leave with the adults on this list. If you have a Parenting Plan or other legal documentation that specifies who may pick up your child on specific days, please provide us a copy of this along with a quick reference sheet of who can pick up your child on which days. If your child will be going home with someone other than a person on your list, we must have it in writing either via email or a note handed directly to our staff by an adult who is on the list. If we have any doubts as to whether an individual is authorized to pick up your child, we will ask the adult to park in one of our designated spaces while we check for documentation. If we don't find it, we will call you and ask that you email an authorization so that your child may leave with that adult. We cannot allow a child to leave our property without this authorization. We may ask adults we don't recognize to show a picture ID to confirm their identity before allowing them to leave with your child(ren).

- Please do not get out of your car while in the drop-off line. If you need to get out for any reason, please pull forward into one of our designated parking spots.
- Once your child(ren) are in your car, please quickly help them get their seatbelts on. If you need more time to ensure a child is properly buckled, please slowly pull forward and park in one of our designated spots so that the carpool line can keep flowing.
- **Please refrain from using your cell phones during pick-up time.** We know it is so tempting to use this short wait to get those little things done, but the carpool line is the most dangerous part of our school day. We appreciate you keeping your eyes on your surroundings so that we can make pick-up as safe and efficient as possible. We thank you for this courtesy.
- Please do not use pick-up as a time to communicate with teachers. Please feel free to email any of our staff or hand us a note at pick-up, and we will respond as soon as possible to schedule a time for a conversation. If you absolutely need to speak to a staff member and it cannot wait, please park in one of our designated spots, and we will get to you as soon as all the children have been picked up.
- Children get concerned if they are left sitting after everyone else has been picked up. In addition, our staff have responsibilities that extend beyond the scheduled school day. Therefore, we really appreciate you doing everything you can to arrive on time for pick-up. If your child is still waiting after the carpool line is all gone, we will begin calling the designated adults on your pick-up list until we reach someone who confirms they are on their way to pick up your child.
- Please make sure that any adult who may be picking up your child(ren) is familiar with these procedures.

Thank You!

Thank you for taking the time to read through our policies and procedures. If you have any questions about any of the things noted in this handbook, please contact the school director to chat! We are looking forward to an awesome year!

Please fill in the signature page and return it on or before the first day of school.

As always, please let us know if you have any questions!

Wren Hayes, Director
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125 Kingston Rd
Exeter, NH 03833
buildingblockcommons.com
603-778-1383

Acknowledgement of Receipt of Handbook

I have read and understand the policies and procedures in this Handbook.

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Adults authorized to pick up my child (please include your own name on this list):

Name

Phone

I have attached additional details and/or legal documents regarding my child.