

THE NEW CENTURY SCHOOL PARENT GUIDE

2018–2019 ACADEMIC YEAR

HELLO AND WELCOME FROM THE HEAD OF SCHOOL

Nihao and Bienvenidos:

On behalf of the entire faculty and staff at TNCS, I welcome you to the 2018–2019 academic year. The purpose of this guide is to outline helpful information for all our families; however, it is not a replacement for the family handbook. Instead, it is a quick reference for the most frequently asked questions. Also, please pay careful attention to the portions involving the safety of our students, specifically drop off, pickup, and food. This guide will prove useful throughout the year, and I suggest finding a good place to keep it for easy reference.

Warm regards,



Sra. Duncan

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SCHOOL YEAR & CALENDAR

The 2018–2019 academic year runs from August 27, 2018 through June 13, 2019 with 183 academic days for preschool students, and 181 academic days for elementary and middle school students. Please find our link to this year’s calendar for your convenience: [2018–2019 Academic Year School Calendar](#).

SCHOOL HOURS

Class start times vary by division. Please review the times below.

Preschool

Class for preprimary and primary students starts promptly at 8:45 am and ends at 3:30 pm. Half-day students are dismissed at 12:30 pm from the side entrance of building south (under the green awning).

Elementary and Middle Schools

Class starts promptly at 8:30 am and ends at 3:30 pm.

IMPORTANT REMINDERS

- All students (preschool, elementary, and middle) who do not participate in our Before Care program must be dropped off no earlier than 8:10 am to avoid drop-in Before Care charges.
- All students (preschool, elementary, and middle) who do not participate in our After Care program must be picked up **no later than 3:45 pm** to avoid late pick-up fees.
- All students will be dismissed at the prescribed dismissal times noted above other than for excused early dismissals (e.g., medical appointments, family matter as reported to TNCS). See **Reporting a Late Arrival, Early Dismissal or Student Absence** on page 4.

PUNCTUALITY & ATTENDANCE

Timely and consistent attendance at school is required. As parents and educators, we are modeling good habits for academic success. We thank you in advance for your partnership in this endeavor.

Please be mindful that the law requires elementary and middle school late arrivals, early departures, and absences to be reported to the Maryland Department of Education.

All student late arrivals to school must report to the side entrance of the south building. Students arriving late to school will be escorted to class by a TNCS staff member. *Parents may not escort students to classrooms already in session, and this is strictly enforced.* We thank you for your efforts in ensuring that classrooms already in session are not interrupted.

REPORTING A LATE ARRIVAL, EARLY DISMISSAL, OR STUDENT ABSENCE

All student late arrivals, early departures, and absences must be reported online by visiting the [Parent Hub](#) on our website. Once there, click on the [Report an Absence, Late Arrival, or Early Dismissal](#) link. Our office will record the absence, late arrival, or early dismissal accordingly and inform teachers and staff. If you do not have internet access, you may phone the main line at 410-929-4116; however, ***the online system is preferred when possible.***

INCLEMENT WEATHER & SCHOOL CLOSINGS

School closings or delayed starts will be communicated to parents by 6:00 am. Early dismissal notifications will be announced as soon possible and are contingent on current conditions and immediate forecasts.

As noted in the Parent Handbook's **Snow and Inclement Weather Policy**:

“When faced with inclement weather, The New Century School will close for the day, open late, or close early, if administration feels that the safety of the school’s students and employees are at risk. Factors that will go into making this decision include closures of other area schools and reports of road conditions in Baltimore and surrounding counties where employees travel. Another factor may be the ability to clear snow and ice from our sidewalk and parking lot.”

Closings and alert notifications will be communicated via:

- Broadcast email sent to families from the Head of School by 6:00 am, or, in the case of early dismissal, as soon as possible
- Recorded message on the school’s Emergency Hotline by dialing 410-2055-ICE (410.205.5423)

Helpful Tip: We recommend that you add the emergency hotline telephone number to your cell phone contacts for ease of access.

IMPORTANT NOTE

The “Remind” Application that was used last winter will not be used this year. A text alert management system is currently being researched, so stay tuned for updates. We aim to provide text alerts again in the very near future.

BEFORE CARE PROGRAM

Before Care participants may be dropped off as early as 7:30 am. Families must park on the street and walk to the rear gate of the playground.

Before Care teachers will check in your child, and students will enjoy free play before classes commence. Breakfast is not served during Before Care, so please plan accordingly.

During inclement weather days, Before Care participants will report to the side entrance of the south building (under the green awning) for free play in the Multipurpose Room. (See the Drop-Off Map.)

Before Care with Reservation

Regular participant Before Care is available Monday through Friday as outlined in your contract. You may, however, opt in to Before Care with Reservation by visiting the [Parent Hub](#) and following the link under “Popular Forms.”

Parents who reserve Drop-in Before Care via Family ID will be billed at \$12 per hour. Parents who secure a Before Care reservation may drop off their child as early as 7:30 am on the day selected.

IMPORTANT NOTE

Any drop off before 8:10 am without a reservation is considered Before Care and will be billed to your account accordingly.

AFTER CARE PROGRAM

Participants in our After Care program will be escorted to their respective After Care groups at 3:30 pm.

After Care Pickup

Please adhere to the After Care pick-up times selected and purchased on your contract with the school. Pick-up times are noted to be **by** 4:00 pm, **by** 5:00 pm, or **by** 6:00 pm.

Any late pickup (5 minutes or more) before 6:00 pm will be assessed late fees at \$12 per hour, billed in half hour increments. *(Example: If your child participates in After Care with a pick-up time by 5:00 pm, but you arrive at 5:05 pm, you will be billed a \$6 late fee. If you pick up at 5:31 pm, you will be billed a \$12 late fee.)*

If your scheduled pick-up time is at 6:00 pm, any pick up at 6:05 pm or after will be billed at \$25 per half hour. Please understand that TNCS closes promptly at 6:00 pm. We thank you for your cooperation and understanding.

Parents may park in the TNCS designated spots only from 4:00 pm to 6:00 pm for ease of After Care participant pick up. Parents who violate *No Parking* designations or park in fire lanes or tenant spots will be promptly towed at their expense. (Please see the pick-up map.)

After Care with Reservation

Families whose children do not participate in our After Care program but may require After Care with Reservation from time to time, may do so by completing the form “After Care Request a Reservation” found under “Popular Forms” on the [Parent Hub](#).

Once the form is completed, your request will be sent to our After Care Director for confirmation that it may be accommodated. You will be billed through FamilyID. Parents must be aware that we may or may not be able to accommodate your request based on student teacher ratios on any given day.

Please do not email After Care with Reservation requests to staff members. Simply fill out the form available via the [Parent Hub](#) for expedited service.

If you have questions regarding After Care with Reservation, email our After Care Director at aftercare@thenewcenturyschool.com.

Permanent Changes to Your Contractual Before or After Care Schedule

Other than purchasing additional After Care for Extra Curricular Activities (ECAs) or Drop-In After Care with Reservation, any changes to the extended care contractual schedule **must be a long-term change to qualify**. Please contact admissions@thenewcenturyschool.com for next steps if requesting a long-term change to your Additional Care contract selections.

EXTRACURRICULAR ACTIVITIES (ECAS)

TNCS offers a wide range of ECAs as part of our After Care enrichment program. Enrollment in enrichment programs is optional and offered on a quarterly basis to internal (TNCS) and external students. After Care participants, as well as students who do not participate in our After Care Program, are welcome to [register for ECAs](#).

ECA offerings vary each quarter, and transportation to offsite ECA programs (where applicable) is offered by TNCS.

ECAs are paid through FamilyID and will not be billed via your FACTS account. Students who do not participate in our After Care program will be required to purchase After Care for the period of time leading up to the activity and may opt for additional After Care after the ECA has ended. After Care related to ECAs can be ordered and paid for on FamilyID by following the above-noted link. For questions related to ECAs and additional After Care, please contact our After Care Director at aftercare@thenewcenturyschool.com.

CARPOOL LINE (DROP OFF & PICKUP)

Families whose children do not participate in our Before or After Care programs are welcome to use the carpool line at drop off and pickup. We encourage all families to watch our [Carpool Video](#) presented by The New Century School News.

Drop Off from 8:10 am to 8:40 am

The TNCS parking lot gate opens at 8:10 am, and cars enter between 710 and 724 S. Ann St. The carpool line speed limit is 5 MPH. Carpool line participants must be on constant alert for pedestrians. Please follow directions from crossing guards, who will indicate where to position your

vehicle so that staff can approach cars to collect students and escort them into the building. Please ensure school bags and lunches are easy for staff to reach.

Parents must remain in their vehicles at all times and must never leave or park their vehicle in the carpool line. Violators will be promptly towed at their expense.

Once your child has exited your vehicle, crossing guards will instruct you to drive around the north building to exit the carpool line (see attached drop-off and pick-up maps). Staff will sign in your child and escort each student to the appropriate destination. Gates are closed and locked promptly at 8:40 am.

Pickup at 3:30 pm

Each designated individual authorized to pick up your child should arrive with a picture ID. No child will be released to anyone not listed on the Emergency Contact form that we cannot legally identify. Remember, more than 200 students with parents, grandparents, and caregivers are coming to TNCS on a daily basis. **Please be patient with us until our staff gets to know you.**

As done with drop off, the carpool line enters at 3:30 pm between 710 and 724 S. Ann St. and follows the same safety rules as indicated under Drop Off on page 8.

Staff will bring your child to your car, but you must fasten your child's safety belt or car seat. TNCS will not be responsible for fastening your child.

Please be on time for students scheduled for pickup by 3:30 pm. We allow 15 minutes for all students dismissed at 3:30 pm to proceed through the

carpool line. Families who pick up students after 3:45 pm will be billed \$25 per half hour in late fees.

Students who participate in our After Care Program or Extracurricular Activities will be escorted to their appropriate After Care or ECA group accordingly.

IMPORTANT NOTE

Please remember that dismissal is at exactly 3:30 pm. Parents who arrive early for pickup must wait until class is dismissed. Students may not be dismissed before class dismissal times unless for an excused and reported absence (e.g., medical appointment, family matter, etc.)

Walkers Arriving between 8:10 and 8:40 am

- For your safety, please walk on designated walkways only.
- Please watch for crossing guards who will guide you along the crosswalks.
- Stay alert and do not assume that a driver has seen you.
- Make eye contact with drivers.
- Hold your child's hand (under age 6) and report to the **side door** of the south building.
- TNCS staff will sign in your child and escort him or her to the appropriate classroom destination.

Stroller, bicycle, and scooter parking is available on the back patio (facing the playground through the Multipurpose Room). **TNCS is not responsible for lost or stolen property on the patio.** Families are welcome to bring strollers, bicycles, and scooters to the back patio for parking, **but they must never block any exits.**

PARENT PARKING RULES

There is no parking in the parking lot for any amount of time, for any purpose, for any non-TNCS employee between the hours of 7:00 am and 4:00 pm. Violators will be promptly towed at their expense.

TNCS Parking Violation Defined

A violation occurs when any non-staff or non-tenant vehicle is on the parking lot for any period of time during the hours noted above except to participate in the carpool.

- **There is no parking at any time of the day or evening in the Union Box and Sanctuary Body Works designated spots.** Please understand that these businesses are tenants of the school. Parking in these spots creates frustration and causes inconvenience for our tenants.
- **Parking along the side of the north building is a fire code violation.** In the event of an emergency, fire and rescue crews need easy access to the building. Parents who park in the TNCS parking lot between 4:00 pm and 6:00 pm may only park in TNCS designated spots if available. ***Violators will be promptly towed at their expense.***
- There can be **no blocking of the Merchant's Point** row homes garage doors at any time, for any reason. Residents need fast and easy access to enter and exit their garages, and, as good neighbors, we must respect their property. ***Violators will be promptly towed at their expense.***

Helpful Tip: Plenty of free parking is available on Thames Street before 10:00 am. Additionally, a 10-minute loading zone is located on S. Ann St. in front of the south building from 7:30 am to 9:00 am and 3:00 pm to 6:00 pm. When street parking, please be mindful of **Residential Only Parking** and all posted parking restrictions throughout the neighborhood.

LUNCH PROGRAM

Healthy, vegetarian, nut-free, and sugar-free lunches are offered to TNCS students *with no known food allergies (other than nuts and shellfish)*.

Lunch Program Participants

Participation in the Lunch Program is for the academic year and will be billed to your FACTS account under **Incidental Billing** each month. Regular-size lunches, perfect for preschool and elementary students, are \$5.50 per day. Large-size lunches, perfect for elementary students with big appetites and middle school students, are \$7.50 per day.

Opting into the Lunch Program is done online by visiting this [link](#) found on the [Parent Hub](#). **The deadline for lunch signup is Friday, August 17, 2018.**

If you have enrolled your child into the school Lunch Program and wish to opt out of the Lunch Program, please send written notice to admissions@thenewcenturyschool.com **by the 25th of the month. Your cancellation will go in effect by the first school day of the subsequent month.** Once written notice is received, billing for the Lunch Program for all subsequent months will cease. You will receive an email confirmation of your request.

Families cannot opt in and out multiple times during the course of the year. In sum, TNCS will allow one opt in or one opt out per year, per child by following the process outlined above.

IMPORTANT NOTE

If a lunch program participant is absent for any reason, families will be charged as though the participant received lunch that day.

Drop-in Lunches

Drop-in lunches are available to all students who are not part of the school Lunch Program and do not have allergies other than nuts or shellfish. Drop-in lunches are perfect for families who may be traveling, forgot lunch, or who wish to have their child sample the TNCS food program from time to time.

To sign up for a drop-in lunch, parents must order online by visiting the [Parent Hub](#) and filling out the “Drop-in Lunch” form before 10:00 am of the day the lunch is required.

Drop-in lunches are billed via credit card in FamilyID. Drop-in lunch pricing is higher than regular participant lunch pricing. A regular-sized drop-in Lunch is \$7.00 per day, and a large size is \$8.50 per day.

In the event that a parent forgot both a packed lunch and to sign up for a lunch, TNCS will contact the parent for next steps.

IMPORTANT NOTE

Drop-in lunches will no longer be billed in FACTS, nor will orders be taken by telephone or in person. You must fill out the form on FamilyID.

We Are a Nut-Free and Sugar-Free School

In our efforts to maintain a safe environment, we appreciate your adhering to our school policy by not sending any food to school with tree nuts or sending sugary treats (e.g., chocolate milk, birthday cakes, cupcakes, candy, etc.). We will make no exceptions for sugary treats for any occasion.

Although our lunch program is vegetarian, parents are welcome to send meat proteins (other than shellfish) in packed lunches. We thank you for your partnership in this endeavor.



DIAPERING

All preprimary students who use diapers will be using school diapers (Seventh Generation) and will be billed \$42 per month under incidental billing in your FACTS account. We do not allow parents to bring diapers from home unless **only one pull-up or diaper is needed only during nap time.**

Preprimary teachers report monthly diaper usage of all students for accurate billing. At such time that your child no longer requires diapers, diapering billing will cease the following month.

Preprimary students nearing the end of their toilet training may only require a pull-up or diaper at nap time. In those cases and for nap time only, parents may bring one diaper or pull-up to school to avoid diapering fees. Any child who uses TNCS diapers (even only one diaper per day) will incur the monthly diapering fee until completely toilet trained.

NEW STUDENT ONBOARDING DOCUMENTATION

[New student onboarding documents](#) must be completed prior to the first day of school on August 27, 2018. There are no exceptions.

Submitting completed documentation before the start of school is preferred.

Moreover, **all forms should be submitted together.** We cannot accept incomplete documentation.

Please mail your completed forms to the address below or drop off at the side entrance between 9:00 am and 3:00 pm:

*The New Century School
724 S. Ann St.
Baltimore, MD 21231
ATTN: Admissions*

We urge you to read and sign your forms accordingly. Incomplete forms may result in a late start of school date.

Required Forms are as follows:

- TNCS Enrollment Forms Checklist: This handy checklist is required for all parents to complete. It will help you stay on track and organized with all required documentation.
- TNCS Health Survey: This useful form that helps us identify any important medical issues.
- OCC Health Inventory Parts I & II, and OCC Blood Lead Testing Certificate Form
- OCC Immunization Certificate Form
- Medication Authorization Form
- Asthma Action Plan
- Allergy Action Plan
- Emergency Contact Form: This is a 2-page document, and both pages must be completed.
- Authorization (for Treatment and Outdoor Play): This form must be notarized and allows TNCS to garner medical treatment in the event of an emergency. It is also your written and notarized consent that you child may enjoy play time on our playground.
- Neighborhood Field Trip Permission Form

- Image Consent and Release Form
- All About my Child
- Parent’s Guide to Regulated Child Care

The Health Inventory I and II, Blood Lead Testing Certificate, Allergy and Asthma Action Plans, and Medication Authorization Form ***will need to be completed by your child’s pediatrician.***

If your child has ever lived in Baltimore City or County and was born **before** January 1, 2015, or was born **after** January 1, 2015 with Lead Poisoning Risk Factors (see the form for risk factors), the Blood Lead Testing Certificate is mandatory. At-risk area zip codes are also included on the form for your convenience.

DEPENDENT CHILD CARE COST REPORT STATEMENTS

For all preschool families (and elementary and middle school student families who participate in Before or After Care) who require documentation for dependent child care reimbursement, FACTS will allow you to create a report to submit to your employer for reimbursement.

Once in your FACTS account, click on the "**Payments**" tab. Click "**View Details**" and change the date for details to be displayed. A 90-day report is the default report, but you can change the date range to suit your needs (e.g., 8/27/2018–12/31/2018). FACTS will generate a PDF report for your convenience.

REPORTING CHANGES TO EMERGENCY CONTACT FORMS

Any parent or guardian who wishes to add, delete, or make any changes to the Emergency Contact List must do so in writing either in person at the front desk located at the side entrance of the south building at 724 S. Ann St. or via email to: office@thenewcenturyschool.com.

UPDATING IMPORTANT CONTACT INFORMATION

We need to know how to contact you in the event of an emergency. If you have a new job, a new home, new cell, home or work telephone number, or a new email address, you must notify us immediately and in writing to: admissions@thenewcenturyschool.com. You will receive email confirmation that our internal systems have been updated. Thank you in advance for staying on top of this.

IMPORTANT TNCS CONTACT INFORMATION

Head of School | Sra. Shara Khon Duncan

Email: duncan@thenewcenturyschool.com

Phone: 410-929-4116

Head of Lower School and Dean of Students | Mrs. Alicia Danyali

Email: danyali@thenewcenturyschool.com

Phone: 410-929-4116

Admissions Director - FACTS Billing | Mrs. Dominique Sanchies

Email: admissions@thenewcenturyschool.com

Phone: 410-929-4113

After Care and Extracurricular Activities Director | Ms. Dehojeni (Dai) Cousins

Email: aftercare@thenewcenturyschool.com

Phone: 410-929-4116

Front Office | Ms. Maria Makinde

Email: office@thenewcenturyschool.com

Phone: 410-929-4116

Party Coordinator

Email: parties.lingoleap@gmail.com

Phone: 410-205-5327