

C.A.S.A. Vida
**Community Assisted Schooling Alternatives
Homeschool Enrichment Center
At
Colina Elementary School
13612 S. 36th Street
Phoenix, AZ 85044**

Family Handbook
2009-2010



Brought to you by Kyrene School District
Community Education Services

General Information

2008/2009 Calendar

August 13 & 14	First Day of School
October 15 & 16	Fall Break
November 26 & 27	Thanksgiving Break
December 21- 1/6/09	Winter Break/School Resumes 1/7
March 18 & 19	Spring Break
April 1 & 2	No School
May 20 & 21	Last Day of School

School Hours

- 8:30 a.m. - 3:30 p.m.
- Thursday and Friday
- Students may arrive on campus as early as 8:15 a.m.
- Students are supervised on the playground until school starts.
- If it is raining in the morning, students will go directly to their classrooms.

CASA Vida Office Hours

8:00 a.m. - 4:00 p.m.

Contact Information

Julie Ormiston	Program Coordinator	480-783-2609	jormiston@kyrene.org
Jessey Johnson	Program Administrator	480-783-4064	jjohnson@kyrene.org
Debbie Caviglia	K/1 Teacher		dcaviglia@kyrene.org
Elsa Sheehan	2-3 Teacher		esheehan@kyrene.org
Carol Warner	4-5-6 Teacher		cwarner@kyrene.org
Ellen Abbadessa	PE		eabbad@kyrene.org
Becky Bull	Music		kbull@kyrene.org
Jodi Ozlanski	Art		jozlan@kyrene.org
CASA Vida Attendance Line		480-783-2609	jormiston@kyrene.org

Resources (CASA Vida Office)

- 8:30 a.m. - 3:45 p.m.
- Resources are located in the *CASA Vida Office* (room 9)
- The Resource Room provides a variety of resources to our families.
- A laminating machine and copy machine are available for your use. Please bring your own paper for the copy machine.
- The bulletin board will show upcoming events and fliers of various community activities. Be sure to check it out 😊
- If you bring younger siblings to school, they are welcome to stay in the Resource Room with you.

Curriculum

- Science, technology and communications are the areas of content. In addition to Art, Music and PE
- There is no longer library per the request for a foreign language.
- Spanish will be integrated into daily curriculum.
- Objectives will be posted in each teacher's monthly newsletter.

Communication

- School newsletters will be sent home with your child each month. Newsletters communicate important news and upcoming events plus what is happening in the classrooms. There will be newsletters from each teacher combined in the monthly newsletter. You will also find objectives for each class and what topics are being discussed.
- Newsletter information is also sent by email if you have provided the school with your email address.
- Each newsletter has a Parent-to-Parent section. If you have information to share with other families, please give the information to Mrs. Ormiston.
- You will always receive regular written communication from school. If you haven't received anything, or if your child has been absent, please check with your child's teacher or Mrs. Ormiston.
- Parent meetings are held periodically. Dates and times will be communicated in newsletters.

Lunch

- 11:30-11:50
- A nutritional hot lunch as well as an optional salad bar is available for \$2.00
- Adults may eat for \$2.80.
- Milk or juice is available for \$.35.
- You may pay with cash each week for lunch, or pay in advance by check or cash. Please make checks payable to Kyrene School District. You may also pay for lunches at www.kyrene.org. Lunch menus and nutritional values are also available on the website.
- If your child is a slow eater, we encourage you to give them a sack lunch. If they do not finish in the cafeteria, they may take their sack lunch back to their classroom and have an additional 15 minutes to eat.
- Parents are welcome to join us for lunch.

School Pictures

- School pictures are taken in the fall. Dates, times, and prices will be communicated in the newsletter.
- Participation is optional.
- Siblings are welcome to take pictures together. Younger siblings may also participate.
- Class pictures are not taken, except for the yearbook.

CASA Vida College

- CASA Vida College was developed to accommodate the additional attendance days required for fourth - sixth grade students.
- It is a two-day event, held in the spring, on regular school days. Guest educators provide presentations and hands-on activities for the students.
- Fourth - sixth grade students attend both Wednesday and Friday. All other students attend only on their regularly scheduled day.

Yearbooks

- Yearbooks are made by parent volunteers.
- Cost is determined by the number of books ordered.
- Yearbooks must be pre-ordered. Information will be sent home with your child after winter break.

School Procedures

Attendance

- Regular attendance is important.
 - Projects are often ongoing.
 - Funding for the program is based on student attendance.
- We understand that absences occur due to illness or vacations. If your child is going to be absent, please call **CASA Vida Attendance Line**.
- If your child is late they must receive a late pass from the Colina Office in order to enter the classroom. If you are planning on taking your child from school early we would like to have a verbal notice or note letting us know when and by whom. You must also check your student out in the Colina Office.
- There will no check in or check out book in the CV office. All visitors must process in the Colina front office

Discipline

Discipline issues are rare at CASA Vida. Parents will always be contacted should an incident regarding your child occur. If you ever have a concern, please contact a teacher or Mrs. Ormiston.

Lost and Found

- Please put names on personal items brought to school.
- Students should not bring items of value to school.
- Found items are stored in the Resource Room.
- All unclaimed items are donated to The Kyrene Family Resource Center.

School Celebrations

Classroom parties/celebrations are held four times each year. We typically have a fall celebration, winter celebration, friendship celebration and end-of-year celebration. Your child's teacher will communicate dates and times with you.

- Food is often a part of school celebrations. When planning snacks, please remember that state law requires that no home-cooked food be distributed to students during school hours.
- District Policy for birthdays is no celebrations or treats. Please be advised not to bring in treats.

Student Behavior Expectations

Teachers will review classroom expectations with their students.
The following are expectations of all students.

Hallways

- Walk quietly.
- Stay in a single-file line.
- Please respect artwork and posters on the walls by not touching them.
- Keep hands and feet to yourself.

Restrooms

- Always ask your teacher before leaving the classroom, and get a restroom pass.
- Please use a quiet voice.
- Place paper towels in the trash can.
- Return immediately to your class.

Cafeteria

- Students will sit with their class.
- All students are expected to clean up their area. Please throw away all garbage, and wipe your area.
- Students will stay at their tables and wait for their teacher
- Raise hand if there is a question or a need to go to the bathroom

Dress Code

- Hats may be worn outside the building only.
- If "wheelie" shoes are worn, the wheels must be taken out while at school.
- Tennis shoes should be worn as students have P.E. each week.
- Clothing should not expose the chest, abdomen or back areas.

Volunteers

- CASA Vida utilizes parent volunteers in the classrooms, office, playground, and for various committees.
- Teachers will communicate their need for classroom volunteers and will have parents sign-up for specific dates and times.

Withdrawal from Program

If you plan to withdraw your child from the program, please notify Mrs. Ormiston in person to fill out the withdrawal paperwork.

Safety Policies & Procedures

Please use the following procedures when dropping off and picking up your children.

Drop-off and Pick-up Procedures

To ensure the safety of our children and to preserve our landscaping, children and adults need to stay on the sidewalk areas.

Morning

- If parking, please park in the parking lot and walk to the sidewalk area with your child. ***Please do not allow your child to cross the drop-off lane by themselves.***
- If using the drop-off lane, ***please do not leave your car.*** You will be forced to pull forward once your child has been dropped off, to allow other parents to drive through. If you arrive early for drop off you may encounter residual traffic from other school drop off in this case it is suggested that you park and walk to the playground with your child.

Afternoon

- If parking, please park in the parking lot and walk to the sidewalk area to pick up your child. ***Please do not allow your child to cross the pick-up lane by themselves.***
- If using the pick-up lane ***please do not leave your car.*** Once you have picked up your child, please move forward in a single file line to allow other parents to drive through.
- Please stay in a single line this is to avoid two cars pulling out at once or someone not seeing the other car and walking out.
- If you arrive early for pickup you may encounter residual traffic from other school pickup in this case it is suggested that you park and walk to the sidewalk area to pick up your child.

Emergency Procedures

Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the building. All students, volunteers, and guests must follow the following emergency procedures.

- Follow the teacher's directions.
- Leave all work and line up immediately.
- Walk in a line until reaching the designated area.
- Remain in line until the teacher directs the students to return to the classroom.
- Talking is not permitted during the drill.

All other Colina/District Emergency procedures will be followed.

Playground Rules

Please review these safety rules with your children.

- One whistle means to line up
- Two whistles means stop, look, and listen.
- All tag games should be played on the grass fields.
- Running is permitted on grass fields only.

Play fighting and horseplay are not acceptable forms of play.

- Rocks, dirt, and sand are to remain on the ground at all times.
- Shoes must be worn at all times on the playground.

Playground Equipment

- Flips are not allowed on bars.
- Two hands on bars at all times.
- One person per bar.
- No sitting on top of monkey bars
- One person at a time down the slide.
- Always slide down feet first.
- No climbing up the slide.
- No waiting at the bottom of the slide.
- One person per swing.
- Sitting only on swings; no standing, or on stomach.
- Swing in a forward-backward direction only; no twisting or side-to-side.
- No jumping off to dismount swing.

Sand Areas

- Dig at least one giant step away from the edge.
- Fill in your holes when you are finished digging.
- Do not throw sand.

Visiting the School

- If you arrive after the school day begins, please enter through the Colina office, sign in, and get a visitor sticker.
- If you are planning on checking your child out early please do so from the front office at Colina. Your child will not be permitted to leave until the Colina office and the teacher are notified.
- If you bring younger siblings with you, please keep them with you in the CASA Vida Office. (Room 9)
- Parents are always welcome at CASA Vida. We ask that you limit your time in the classroom, unless you have arranged to volunteer with the teacher.
- If you are on campus during an emergency drill, you must participate in the drill.

Classroom Snacks

- Students are to only bring healthy foods for snacks

Rainy Days

- Children will report directly to their rooms in the morning.