

C.A.S.A. Vida
**Community Assisted Schooling Alternatives
Homeschool Enrichment Center**

Located:
Estrella Elementary School
2620 E Liberty Lane
Phoenix, Arizona 85048

Family Handbook
2013-2014



Brought to you by Kyrene School District
Community Education Services

General Information

2013/2014 Calendar	
August 8 & 9	First Day of School
October 10 & 11	Fall Break
November 28 & 29	Thanksgiving
December 23-January 9, 2014	Winter Break School Resumes 01/09/14
March 13 & 14	Spring Break
May 15 & 16	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.
- ✓ Students enter through the front office of Estrella and head directly to the playground area.
- ✓ If it is raining in the morning, students will go directly to their classrooms.



Contact Information

Program Administrator	Julie Ormiston	480-541-3112	JOrmiston@kyrene.org
Office & Attendance		480-541-3112	
Grades K-1	Debbie Caviglia		DCaviglia@kyrene.org
Grades 2-3	Elsa Sheehan		ESheehan@kyrene.org
Grades 4-6	Jan Babic		JBabic@kyrene.org
Art	Cassidy Parker		CParker@kyrene.org
P.E.	Priscilla Losca		PLosca@kyrene.org
Music	Brenda Mulkey		BMulkey@kyrene.org

Visiting the School (CASA Vida Office)

- 8:30a.m.-3:45p.m.

- A laminating machine and copy machine are available for your use. Please bring your own paper for the copy machine.
- If you bring younger siblings to school, they are welcome to stay in the office under the parent supervision.
- If you arrive after the school day begins, please enter through the Estrella office, sign in, and get a visitor sticker due to new procedures and security measures you will be asked to leave a picture ID or drivers license.
- 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.

Curriculum

- Science, technology and communications are the areas of content. In addition to Art, Music and P.E.
- 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 via email unless specified by the family. 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.
- You will always receive regular written communication or email 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

- ✓ 11:50 a.m. -12:30p.m. Recess/lunch
- ✓ A nutritional hot lunch as well as an optional salad bar is available for \$2.50
- ✓ Adults may eat for \$3.00.
- ✓ Milk or juice is available for \$.50.
- ✓ 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

- 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.
- More information will be provided through the year

Yearbooks

- Yearbooks are made by parent volunteers. Parents are encouraged to participate.
- 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 480-541-3112**
- If your child is ~~late they must receive a late pass~~ from the **Estrella 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 **Estrella Office**.
- There will be **no** check in or check out book in the CV office. All visitors must process in the **Estrella Front Office**

Lost and Found

- Please put names on personal items brought to school.
- Students should not bring items of value to school.
- Found items are placed in the Estrella lost and found located at the front of the school.
- 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.



Discipline

Discipline issues are rare at CASA Vida. Certain behaviors are not tolerated and can lead to exiting the program. 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.

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 Dismissal

- 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. The staff will not let your child cross without a parent or guardian.***
- 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 there are car seats involved please pull ahead or park so that traffic is not held up.
- 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.

Testing: once a student is enrolled. All public school students are required to take the AIMS in 3rd-8th grades, and the Stanford in 2nd and 9th grades. These tests are administered in April over a weeklong period.

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 Estrella/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.
- No tag is allowed on school playgrounds
- 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.

Classroom Snacks

- Students are to only bring healthy foods for snacks



Rainy Days

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

