

## FACULTY & STAFF FOR THE 2020/2021 SCHOOL YEAR

<b>Kerri Vizena</b>	Head of School	
<b>Robin Pospisil</b>	Admissions Director Life Skills Teacher	
<b>Betsy Stecker</b>	Communications Director Registrar	
<b>Penny Witt</b>	Accounting Manager	
<b>Carrie Huber</b>	Preschool Teacher	(ages 3 and 4)
<b>Leslie Tonon</b>	Kindergarten Teacher	(age 5)
<b>Janet Andersen</b>	Primary Class Teacher Before-school Care Director After-school Enrichment Coordinator	1 <sup>st</sup> - 2 <sup>nd</sup> grade
<b>Christine Pray</b>	Middle Class Teacher Interim Spanish Teacher	3 <sup>rd</sup> - 4 <sup>th</sup> grade
<b>Liz Grunow</b>	Intermediate Class Teacher IC & UC Science Teacher Curriculum Development Technology Support	5 <sup>th</sup> - 6 <sup>th</sup> grade
<b>Susan Eggleston</b>	Upper Class Teacher Curriculum Development IC & UC Global Studies Teacher	7 <sup>th</sup> - 8 <sup>th</sup> grade
<b>Pam Mazurkiewicz</b>	Library Teacher Reading Specialist and Learning Support Teacher	Pre - 8 <sup>th</sup> grade
<b>Marti Minard</b>	Art Teacher School Support	K - 8 <sup>th</sup> grade
<b>Samuel Herrick</b>	Physical Education Teacher Facility Support	K - 8 <sup>th</sup> grade
<b>Lauren Munaco</b>	Music Teacher	Pre - 8 <sup>th</sup> grade
<b>Jodi Schulz</b>	After-school Care Director Early Childhood Assistant	Pre - 8 <sup>th</sup> grade
<b>Margie Brown</b>	Latchkey Assistant	
<b>Mark Richter</b> <b>Kim Fulton</b>	Lead Custodian Support Custodian	

## REGISTRATION DOCUMENTATION

Form	Who	Purpose	Required?
Letter from classroom teacher	All students	Informational: Welcome from the teacher	n/a
Child Information Form	All students	Shares emergency information with school	<b>Yes (digital Google Form)</b>
Tuition Payment Agreement	All students	Financial contract for tuition	<b>Yes</b>
Credit Card Authorization	All students	Enables parents to pay for tuition or incidental charges by credit card	Optional
Technology Acceptable Use Policy & Google Apps	K-8th	Agreement of appropriate use of school computer hardware and internet	<b>Yes</b>
Health Appraisal	Pre, Kdg, 7th grade, and all new students	Pediatrician-signed appraisal of health	<b>Yes for listed grades</b>
Record of Immunizations OR Immunization Waiver	Pre, Kdg, 7th grade, and all new students	Official record of up-to-date immunizations OR official immunization waiver from the Oakland County Health Department (requires parent class)	<b>Yes for listed grades</b>
Statement of Good Health	All students	Parent statement that their child is starting school in good health; opportunity to explain any special needs	<b>Yes</b>
Vision Screening	Kindergarten	Evaluation of vision	<b>Yes</b>
Letter Regarding Allergies and Food Service	All students	Informational: Japhet School does not allow nut products on campus	n/a
Medication Form	All students	Required if you are sending medication for your child to be kept at school.	<b>Yes if medication will be at school</b>
Ordering Japhet Blues	All students	Informational: Uniforms are required for K-8th on Mondays starting in October.	n/a
Outerwear Guidelines	All students	Informational: Requirements for outerwear in all seasons	n/a
Before- and After-school Care	All students	Arranges CONSISTENT care needs	Optional
Milk Ordering	All students	Arranges automatic delivery of milk (traditional dairy, organic dairy, or soy) to your child	Optional
Pizza Lunch	All students	Arranges automatic Pizza Lunch for your child on some Fridays throughout the year.	Optional
Request for Roster	All students	Confidentiality agreement that enables your family to receive a Roster of Japhet School families	Optional
2020/2021 Calendar at a Glance	All students	Informational: one-page version of school calendar	n/a
Birth Certificate	New students	Required by State of Michigan for school to have on file; may be a photocopy	<b>Yes</b>
Questionnaire	New students	Shares information about your child to help the teacher get to know him/her	<b>Yes</b>
Concussion Awareness	New students	Concussion protocol agreement	<b>Yes</b>
Records Request	New students entering 1st-8th	Allows transfer of records from previous school	<b>Yes for listed grades</b>

The Child Information Form was emailed to you from the school registrar. Complete the Child Information Form (a digital form) by Monday, August 24.

Your family's Tuition Payment Agreement was emailed to you from our accounting office. Return the Tuition Payment Agreement electronically, and the Credit Card Authorization Form if it applies, to [penny.witt@japhetschool.org](mailto:penny.witt@japhetschool.org) by Monday, August 24. The first tuition payment is due on September 1. All other registration forms above are due to [betsy.stecker@japhetschool.org](mailto:betsy.stecker@japhetschool.org) by Wednesday, September 2.

## FIRST DAY OF SCHOOL and ARRIVAL PROCEDURES

Our first day of school is scheduled for **Wednesday, September 9**. School starts at 8:30 AM, and students may arrive between 8:10 and 8:30. Before-school Care is available beginning at 7:30 AM for pre-scheduled students (see separate form).

Specific arrival instructions will be emailed prior to the start of school.

## BEFORE-SCHOOL AND AFTER-SCHOOL CARE

Before- and After-school Care (latchkey) may be arranged with the enclosed form if regular, or with the front office for daily care needs. The fee is \$8.00 per hour for the first child and \$4.00 per hour for the second child. We look forward to sharing productive time with your children during this program. **Hours are 7:30 - 8:10 AM and 3:30 - 6:00 PM.**

**Before-school Care** is held in the gym and must be reserved by 12 PM before the day care is needed. **NO DROP-INS.**

**After-school Care** takes place in gym, courtyard, and playground. After-school Care includes a snack, recreation time, study hall and non-instructional supervision. It must be reserved by 12 PM on the day care is needed. **NO DROP-INS.** Parents who cannot pick up on time should contact their emergency contacts to pick up their children.

Specific instructions for bringing children to Before-school Care and picking up from After-school Care will be emailed prior to the start of school.

## DISMISSAL PROCEDURES

School ends at 3:30 PM. Faculty and staff will dismiss students to parents, guardians, and named emergency contacts.

Drivers should always park in the parking lot on the north side of the building. There is no unauthorized parking in the handicapped spaces. **Cars may not block, park, or “stand idle” in the circle drive or sidewalk area. Follow the traffic flow pattern established by Japhet School.**

Specific dismissal instructions will be emailed prior to the start of school.

Mid-day dismissal for half-day Preschool and Kindergarten students is between 11:50 and 12 PM. Specific pickup instructions will be emailed prior to the start of school.

## PARENT HANDBOOK

Our Parent Handbook is online at [japhetschool.org](http://japhetschool.org), under “Quick Links for Parents.” The Handbook is updated annually, and updates will be in place for our New Parent Orientation and Back-to-School Night in September. Hard copies of the Parent Handbook are available upon request.

### DRESS CODE

A neat and well-groomed appearance adds to a positive educational environment. Students' clothing should be clean, neat, in good repair, and appropriate for school.

- An extra set of clothes are required for Preschool through Primary Class, and recommended for Middle through Upper Class. Recess will be outdoors daily in almost all weather, as well as extra built-in outdoor breaks or outdoor academic class time.
- Boots, mittens, hats, and warm clothing are expected during cold and wet weather. Boots worn outside must be replaced with clean shoes upon entering the building.
- School colors are required for Kindergarten through 8th-grade students beginning October 1. School colors (royal blue Japhet-branded shirt and khaki pants, shorts, or skirt) are worn on Mondays and as requested for field trips or special events. Appropriate shoes for physical education classes are required to participate.
- Dress clothes are needed for special occasions, such as the Gratitude Service and Graduation.
- Messages/graphics on clothing should be appropriate for school.
- In warm weather students may wear shorts that are below fingertips when arms are at the student's side.
- Hats and caps may not be worn inside except on spirit days.

Students may be **asked to change clothes or sent home** if they come to school dressed inappropriately. Flip flop shoes, short shorts, mini-skirts, torn jeans, clothes with holes, bare midriffs, halters, low-cut shirts, spaghetti-strapped shirts, and visible undergarments (such as boxer shorts, underwear, and bra straps) are not acceptable for school.

### EARLY CHILDHOOD SHOE POLICY

It is important that all children come to school wearing shoes that are comfortable and safe for outdoor play and gym use. Please note the following guidelines for **Preschool and Kindergarten** school shoes:

- Shoes must have backs. No flip-flops or clogs; sandals with backs are fine.
- Shoes should have soft soles. No dressy shoes that have hard soles, high heels, or cowboy boots.

## COMMUNICATION

Effective communication between home and school is vital to the success of your child(ren). We value your input and ideas, and we are happy to answer your questions. Japhet School communicates with families every week by email with a Friday eFolder.

Important information is sent home weekly in Friday eFolders. Classroom teachers also communicate to parents on a regular basis to inform you of current class activities, upcoming events, and special projects.

**If you have a concern about your child(ren), please talk directly to your child's teacher.** If the issue is not resolved or you'd like more input, please contact our Head of School, Kerri Vizena.

Faculty and staff emails are set up as [firstname.lastname@japhetschool.org](mailto:firstname.lastname@japhetschool.org). A full school roster of faculty/staff and parents/students will be available to families in September.

Our school calendar and many helpful forms for parents may be found on our website: [japhetschool.org](http://japhetschool.org).

## WHOM DO I CONTACT?

If you have specific questions or ideas about...	Contact...
Your child's day and class work	Your child's homeroom teacher
School policies, program, strategic plan, trustees, or anything else	Kerri Vizena, Head of School
Tuition payments and monthly billing	Penny Witt, Accounting Manager
Medicine, absences, milk, shirts, and latchkey sign-up	Betsy Stecker, Communications & Registrar
Admissions, re-enrollment, financial aid, scholarship, or our Family Referral Plan	Robin Pospisil, Admissions Director
Friday eFolder, email, calendar, and Japhet's website	Betsy Stecker, Communications & Registrar
Technology, systems administration and equipment	Liz Grunow, Technology Support
Facility ideas or concerns	Kerri Vizena, Head of School
Curriculum, technology integration, common core standards	Susan Eggleston or Liz Grunow, Curriculum
Grants, sponsorships, contributions, bequests, or fundraising events	Kerri Vizena, Head of School
Parent Support Group (PSG) activities and ideas	Any PSG officer
Grandparents of Japhet School (GJS) membership	Any GJS officer
Suggestions for Japhet School	Any members of the Administration Team.